

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
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1.0	PHA Information PHA Name: City of Albemarle Department of Public Housing PHA Code: NC075 PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 07/2011					
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: 200 Number of HCV units: 215					
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program	
	PHA 1:				PH	HCV
	PHA 2:					
	PHA 3:					
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update. Note: See Attachment nc075a01 for information regarding Section 5.0 through 10.0.					
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: See page 3 of attachment nc075a01.					
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. See page 3 of attachment nc075a01.					
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. See pages 4 - 49 of attachment nc075a01.					
7.0	Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable. See page 50 of attachment nc075a01.					
8.0	Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable. See page 51 of attachment nc075a01.					
8.1	Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing. See page 51 of attachment nc075a01.					
8.2	Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan. See page 51 of attachment nc075a01.					

8.3	<p>Capital Fund Financing Program (CFFP). <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p> <p>See page 51 of attachment nc075a01.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>See page 52 of attachment nc075a01.</p>
9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p>See page 53 of attachment nc075a01.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>See pages 55 - 57 of attachment nc075a01.</p>
11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Instructions form HUD-50075

Applicability. This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

1.0 PHA Information

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

2.0 Inventory

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

3.0 Submission Type

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

4.0 PHA Consortia

Check box if submitting a Joint PHA Plan and complete the table.

5.0 Five-Year Plan

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

5.1 Mission. A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

5.2 Goals and Objectives. Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

6.0 PHA Plan Update. In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

PHA Plan Elements. (24 CFR 903.7)

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: **(1)** Any programs relating to services and amenities provided or offered to assisted families; **(2)** Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; **(3)** How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. **(Note: applies to only public housing).**

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

(a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

(b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm
Note: This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

(c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA Plan.

8.0 **Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 **Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

- 1. At the end of the program year; until the program is completed or all funds are expended;
- 2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
- 3. Upon completion or termination of the activities funded in a specific capital fund program year.

8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 **Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

9.0 Housing Needs. Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

9.1 Strategy for Addressing Housing Needs. Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**

10.0 Additional Information. Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).**
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". **(Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)**

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. **(Note: Standard and Troubled PHAs complete annually).**

11.0 Required Submission for HUD Field Office Review. In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.1.
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only)*. See instructions in 8.2.

CITY OF ALBEMARLE
DEPARTMENT OF PUBLIC HOUSING
FY2011 ANNUAL UPDATE TO THE
FY2010-FY2014 FIVE-YEAR AGENCY PLAN
SECTIONS 5.0 THROUGH 10.0
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7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-Based Vouchers

(a)	Hope VI or Mixed Finance Modernization or Development	50
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5.0 Five-Year Plan

5.1 Mission Statement

The *City of Albemarle Department of Public Housing* is committed to achieving excellence in providing safe, clean and modern housing services to its residents and to Section 8 participants while promoting self-sufficiency and community involvement to meet common goals.

5.2 Goals and Objectives

Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Renovate or modernize public housing units:

Goal: Increase assisted housing choices

Objectives:

- Conduct outreach efforts to potential voucher landlords

Goal: Provide an improved living environment

Objectives:

- Implement public housing security improvements:

Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:

Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Continue to follow rules and regulations for admissions to and continued occupancy of the Public Housing and Section 8 Programs as issued by the Department of Housing and Urban Development.

6.0 PHA Plan Update

- (a) **Identify specifically which plan elements have been revised since the PHA's prior plan submission.**

The Department of Public Housing has revised the following elements:

Financial Resources

The Financial Resources section has been revised to include projected amounts for FY2011.

Fiscal Year Audit

The Audit for the Fiscal Year ending 6/30/2010 has been completed and is included with the Agency Plan.

Capital Improvements

A copy of the projected FY2011 Capital Fund Annual Statement and Five-Year Plan is included with the Annual Update. Performance and Evaluation Reports for the FY2009 and FY2010 Capital Funds are also included. The funding projections for the FY2011 CFP are based on the actual 2010 amount.

Policies

The Admission and Continued Occupancy Policy for Public Housing was revised to include background checks as a requirement for all adult household members on the lease.

Also, Section 6 of the dwelling lease was revised to clarify when interim rent adjustments will be made.

(b) Identify where the 5-Year and Annual Plan may be obtained by the public.

The FY2011 Annual Update will be available for review during the 45-day Public Hearing Notice period at the City of Albemarle Department of Public Housing's Main Office which is located at 300 South Bell Avenue in Albemarle, North Carolina.

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures

Public Housing

Eligibility

1. The Department of Public Housing shall use the guidelines and procedures prescribed by HUD at the time of applicant processing to make a final determination of household eligibility.
2. All families who are admitted to Public Housing must be individually determined eligible under the terms of this policy. In order to be determined eligible, an applicant family must meet ALL of the following requirements:
 - a. The applicant family must qualify as a family as defined by HUD.
 - b. The single person applicant must qualify as a single person as defined in by HUD.
 - c. The applicant's Annual Income as defined by HUD, must not exceed income limits established by the Department of Public Housing and Urban Development for Public Housing in the County of Department of Public Housing jurisdiction.
 - d. The applicant family must conform to the Occupancy Standards contained in the ACOP regarding unit size and type.
 - e. The applicant must have a satisfactory record in meeting past financial obligations, especially in payment of rent. In situations where an unsatisfactory record is obtained the Department of Public Housing shall take into consideration extenuating circumstances such as illness, or other incidents beyond the control of the applicant.
 - f. Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of the Department of Public Housing and Urban Development (HUD) from making financial assistance available to persons who are other than United States Citizens, nationals, or certain categories of eligible non-citizens either applying to or residing in specified Section 214 covered programs. Section 214 programs include: Public Housing, Section 8 Rental Certificate Program and Section 8 Rental Voucher Program.

- g. Any tenant evicted from federally assisted housing by reason of drug-related criminal activity shall not be eligible for federally assisted housing during the 3-year period beginning from the date of such eviction, unless the evicted tenant successfully completes a rehabilitation program approved by the Department of Public Housing, and/or if the circumstances leading to eviction no longer exist.
- h. The Department of Public Housing shall prohibit admission for any household member who the Department of Public Housing determines is illegally using a controlled substance, or determines that a household member's illegal use, or pattern of illegal use, of a controlled substance, or abuse, or pattern of abuse, of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. QWHRA further stipulates that individuals convicted of manufacturing or producing methamphetamine (speed) will be permanently denied admission to public housing and a current resident's tenancy will be immediately and permanently terminated if convicted of manufacturing or producing methamphetamine.

In determining whether to deny admission to the Department of Public Housing any household based on a pattern of abuse of alcohol by a household member, the Department of Public Housing may consider whether such a household member:

- (i) Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable);
 - (ii) Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of controlled substance or abuse of alcohol (as applicable); or
 - (iii) Is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable).
- i. The Department of Public Housing shall prohibit admission for any applicant or member of the applicant's household who the Department of Public Housing determines is or was, during a reasonable time preceding the date when the applicant household would otherwise be selected for admission, engaged in any drug-related or violent criminal activity or other criminal activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents or Department of Public Housing staff. A reasonable time period will be deemed to be five (5) years prior to the date of application for Public Housing.

- j. The Department of Public Housing shall prohibit admission for any applicant or member of the applicant's household that the Department of Public Housing determines is subject to a lifetime registration requirement under a state sex offender registration program.
- k. The applicant family must have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse, or any other history which may be reasonably expected to adversely affect:
 - (i) The health, safety, or welfare of other residents;
 - (ii) The peaceful enjoyment of the neighborhood by other residents; or
 - (iii) The physical environment and fiscal stability of the neighborhood.
- l. The applicant family must not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of a fire hazard through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or serious neglect of the premises. In a case where a qualified agency is working with the applicant family to improve its housekeeping and the agency reports that the applicant family shows potential for improvement, decision as to eligibility shall be reached after referral to and recommendation by the Director or his/her designee. This category does not include applicant families whose housekeeping is found to be superficially unclean or lacks orderliness, where such conditions do not create a problem for the neighbors.
- m. The applicant family must be able to demonstrate capacity to discharge all lease obligations. This determination shall be made on a case by case basis and shall not be used to exclude a particular group by age, handicap, etc. In determining the applicant family's capacity to discharge all lease obligations the HA must consider the family's ability to secure outside assistance in meeting those obligations.
- n. If the applicant is a former resident of public housing or Section 8 housing programs administered by an agency, the applicant family must have a satisfactory record in meeting financial and other lease obligations. A former resident who owes a move out balance to the Department of Public Housing will not be considered for re-admission until the account is paid in full and reasonable assurance is obtained of the applicant's ability to meet his or her rent obligations.

- o. The applicant must not have a history of non-compliance with rental agreements including failure to comply with the terms of the rental agreements on prior residences, such as providing shelter to unauthorized persons, keeping pets or other acts in violation of rules and regulations, and painting or decorating without permission of the owner.

Any applicant who has been evicted from a public housing program or terminated from a Section 8 Rental Program shall not be eligible to receive any type of housing assistance for three (3) years.

- p. The applicant family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc. will result in the family being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.

- q. Other factors affecting a final determination of eligibility include:

- (i) Household has no outstanding indebtedness to the Department of Public Housing or any other federal housing program;

- (ii) Family will occupy unit as their sole place of residence.

- r. After meeting all other eligibility requirements, the applicant must attend at least one (1) lease briefing sponsored by the Department of Public Housing. After 3 attempts to notify the applicant in writing of a lease briefing and applicant has failed to attend or notify the Public Housing Department of circumstances that prohibited applicant from attending the lease briefing, the applicant will be removed from the active public housing waiting list and placed in an inactive file. Applicant must reapply once they are placed in the inactive file.

- 3. Substance abuse as described in the ACOP and drug-related criminal activity as described in the ACOP shall include, but not be limited to, the illegal manufacture, sale, distribution, use, or possession, including drug paraphernalia, with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802), and Section 428 of the FY 1999 HUD Appropriations Act).

- 4. Sources of information for eligibility determination may include, but are not limited to, the applicant (by means of interviews or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented in accordance with Part C of the ACOP; Verification, and placed in the applicant's file. Such documentation may include reports of interviews, letters or written summaries of telephone conversations with reliable sources. At a minimum, such reports shall indicate the date, the source of

information, including the name and title of the individual contacted, and a summary of the information received.

5. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct or to factors that might indicate a reasonable probability of favorable future conduct or financial prospects. For example:
 - a. Evidence of rehabilitation.
 - b. Evidence of the applicant family's participation or willingness to participate in social services or other appropriate counseling service programs and the availability of such programs.
 - c. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.
 - d. In the case of applicants whose capacity for independent living and discharge of lease obligations is in question, the resources actually available in support of the family, such as visiting nurses, homemakers or Live-In caretakers.
6. An otherwise ineligible handicapped applicant shall be eligible for admission if the problem resulting in the ineligibility can be addressed through reasonable accommodations.
7. Tenancy at properties for elderly and/or handicapped persons will be based upon the applicant's ability to live independently or to live independently with limited supportive services.
8. The Department of Public Housing will not unnecessarily segregate individuals with handicaps to particular areas or developments. The Department of Public Housing will provide assistance to enable all individuals with handicaps to meet legal requirements; for example, the Department of Public Housing could provide interpreters, Braille or taped versions of leases, recertifications and other legal documents, whatever is appropriate.
9. In the event an individual is refused housing based on one or more of the above screening criteria, he/she may request an informal hearing or appeal to the Director in writing.
10. The Department of Public Housing may use discretion in allowing applicants the opportunity to resolve any outstanding issues that might otherwise disqualify the applicant from being placed on the waiting list.

Selection

1. Applicant Ranking

Applications will be filed and selected by unit type and size; by preference; and by date and time of application. If an applicant claims a preference, they are considered to be a priority applicant. Applicants who claim no preference are considered to be non-priority applicants.

2. Denial of Preference

A preference shall not be given to an applicant if any member of the family is a person who has been evicted from housing assisted under a 1937 Housing Act program due to drug related criminal activity.

However, a preference may be given if:

- (i) The applicant or family member evicted has successfully completed a drug rehabilitation program; or,
- (i) The applicant or family member clearly did not participate in drug related criminal activity; or,
- (ii) The Department of Public Housing determines that the applicant or family member no longer participates in any drug related criminal activity.

3. Waiting List

a. PHA-wide waiting list

The PHA-wide waiting list will be ordered as follows:

- (i) By unit type (regular, elderly, special handicapped) and in unit size by bedrooms.
- (ii) Within the priorities above, by date and time of application.

4. Waiting List Skipping

The Department of Public Housing may skip a higher-income eligible applicant family to the top of the waiting list if a dwelling unit in a development becomes vacant and the development requires a lower income family to meet the Department of Public Housing's income targeting goals.

The Department of Public Housing may also skip a lower-income eligible applicant family to the top of the waiting list if a dwelling unit in a development becomes vacant and the development requires a higher income family to meet the Department of Public Housing's income targeting goals.

5. Updating of the Waiting List

The Department of Public Housing shall update the waiting list annually in order to maintain the most current information. Applicants will be requested to provide the Department of Public Housing with updated information through writing. Applicants who do not respond to the request to update shall be removed from the waiting list. If the applicant's failure to respond was due to the applicant's disability, the Department of Public Housing shall provide reasonable accommodations to give the applicant an opportunity to respond.

6. Applicant Selection and Assignment

The Department of Public Housing will select applicants for participation without discrimination based on race, color, sex, creed, or national origin nor deny any family or individuals the opportunity to apply for assistance under the Low-Rent Housing Program. Neither will the Department of Public Housing discriminate because of religion, age, physical handicap, pregnancy, parenthood, nor marital or veteran status.

The selection of residents for occupancy of available units will be in conformance with all HUD guidelines and regulations and applicable Fair Housing and Equal Opportunity Requirements.

7. Special Use Dwelling Units

- a. When a unit that meets a specific need (e.g., a unit designed to accommodate a handicapped tenant requiring the use of a wheelchair) becomes available, that unit will be offered first to a current occupant of another unit managed by the Department of Public Housing having handicaps and requiring the accessibility features of the vacant unit. If no such occupant exists, the unit will be offered to the next eligible applicant on the waiting list requiring that special unit. If there are no applicants on the waiting list needing a specially designed unit, the unit will then be offered to those eligible qualified applicants in their normal sequence.
- b. Elderly applicants will be given preference for units designed specifically for elderly occupancy. Near Elderly Single Persons will be given preference over Non-Elderly Single Persons for units designed specifically for elderly occupancy.

8. Dwelling Unit Offers

Three unit offers: The Department of Public Housing can make three offers in any development. If these units are rejected, the applicant goes to the bottom of the waiting list and is placed in the inactive file.

When the applicant is matched to the specific unit, that dwelling unit becomes "unrentable" until the offer is made and accepted or rejected. In order to reduce vacancy loss, it is necessary that processing from this point move as quickly as possible. To that end, the following conditions shall apply to dwelling unit offers:

- a. As an applicant moves near the top of the waiting list, the Department of Public Housing will contact the applicant family to determine continued interest, to update the application for final processing, to alert the applicant that an offer is likely in the near future, and to inform the applicant about the requirements for move-in, such as utility deposits, security deposits, etc.
- b. Upon availability for occupancy, an applicant will be offered a unit.
- c. Upon offer of an apartment, the applicant shall have five (5) days to accept or reject the apartment. An additional business day may be granted if necessary to allow the applicant to inspect the apartment. Failure to give an answer within the prescribed time period shall be counted as rejection of the offer.
- d. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as joint HQS unit inspection, establishment of utility services, leasing interview, and lease execution. Failure to complete move-in requirements within the assigned period will result in withdrawal of the offer and inactivation of the application.

9. Unit Refusals

- a. Applicants will be made three (3) offers of a unit of appropriate size and type. Should the family reject the three (3) offers, the family will be placed in the inactive file along with the applicants who do not respond..
- b. Upon return to the top of the waiting list, such an applicant would be made an offer in accordance with the provisions of this policy. Upon refusal of one such offer, including any in neighborhoods previously refused, the application shall again be placed at the bottom of the waiting list.
- c. When an applicant refuses an offer of an apartment, his/her application shall be returned to the bottom of the waiting list, unless the applicant can document that a move at that time would create an undue hardship on the family which is NOT related to race, creed, sex, national origin, religion, handicap or familial status.
- c. Applicants not responding to an offer of housing by the Department of Public Housing shall be ruled ineligible and their application will be removed to the inactive/ineligible file and so documented.

- e. An applicant will have five (5) working days to accept or reject an offer of housing after receipt of notice of unit availability. Failure to respond to a notice of unit availability will be treated as a no response.

Wait List

All admissions to public housing shall be made on the basis of a personal interview where an application is completed by the applicant family and Department of Public Housing personnel. The Application for Admission shall constitute the basic legal record of each family applying for admission and shall support the Department of Public Housing's determinations of eligibility status, priority status, rent, and size of unit for which the applicant is qualified. All supplemental materials pertaining to eligibility shall be considered a part of the application record and carefully recorded. This includes verifications of income and family composition and such other data as may be required. The following conditions shall govern the taking and processing of applications:

1. Applicants will be required to come into the office and sign the sign-in register with the date and time and complete a full application with a housing representative on the Department of Public Housing's computer system. Applicants shall complete and sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The Department of Public Housing reserves the right to require the signature of any or all adult members of the applicant household. The Department of Public Housing will make any reasonable accommodations for applicants with physical disabilities that might preclude them from coming into the office.
2. Applicants will be required to submit verification documentation as part of the application process. Applicants will be given a list of required verifications at the time of their interview with designated Department of Public Housing personnel for the purpose of determining eligibility.
3. Should applicants fail to provide required verification documentation within the time frame established by the Department of Public Housing, their case will be placed in an inactive status and will be required to reapply during the next enrollment period.
4. The Department of Public Housing reserves the right to suspend application taking when the current supply of completed full applications exceeds the number of families that could be reasonably expected to be housed within the next twelve months.
5. The Department of Public Housing will normally take applications from a central location which will allow for processing by staff persons knowledgeable of the rules and regulations governing resident selection and assignment, but reserves the right to establish satellite locations for application taking.

6. The Department of Public Housing reserves the right to establish times for taking applications, including by appointment. The Department of Public Housing staff may, at its discretion, provide for application interviews outside normal hours when necessary for hardship reasons.
7. Insofar as possible, application interviews shall be conducted in private.
8. Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented and the transaction initialed by the staff member making the change.
9. All active applications will be purged no less than once every 12 to 18 months. Notification shall be sent to each applicant informing him/her that unless he/she confirms his/her continued interest, his/her application will be retired from the active file. Returned notification will be attached to the respective application as evidence of unsuccessful effort to locate the applicant. All applicants will be instructed to notify the Department of Public Housing whenever there is a change in family composition, income, address, and any other factors relative to their eligibility status. Applicants should notify the Department of Public Housing if he/she no longer desires consideration for public housing.
10. Applicants on waiting lists for any other type of assisted housing will have no special status with respect to the Low-Rent Public Housing Program. Applicants must submit separate applications for other programs. Applicants will not lose their place on any other Department of Public Housing waiting list should they make an application for "Low-Rent" public housing. This right will be explained to each applicant who might have previously filed an application for a dwelling unit through any other Department of Public Housing program.
11. The Department of Public Housing shall maintain such records as are necessary to document the disposition of all applications and to meet Department of Public Housing and Urban Development audit requirements.

Section 8

Eligibility

The Department of Public Housing will determine applicant eligibility in accordance with HUD guidelines.

1. Eligibility Criteria

- a. An applicant must be a family as defined in this policy.
- b. An applicant must be within the appropriate income limits.
- c. An applicant must furnish a copy of the Social Security Card or appropriate verification from the Social Security Administration for all family members from birth age.
- d. An applicant must furnish evidence of Citizenship/Eligible Immigrant Status such as a birth certificate or INS certification.
- e. All members of the applicant family that are eighteen (18) years of age or older must have a criminal background check performed before eligibility can be determined.

2. Family Composition

The applicant must qualify as Family for eligibility for admission. A Family may be a single person or a group of persons. A group of persons may be:

- a. Two or more persons who intend to share residency whose income and resources are available to meet the family's needs.
- b. Two or more elderly or disabled persons living together, or one or more elderly, near elderly, or disabled persons living with one or more live-in aides is a family.
- c. A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home and is not intended to artificially enlarge the space available for other family members.

3. A single person may be:

- a. An elderly person
- b. A displaced person
- c. A person with a disability
- d. Any "other single" person

4. Head of Household

The Head of Household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law.

5. Spouse of Head

Spouse means the marriage partner of the head, who in order to dissolve the relationship, would have to be divorced. The term “spouse” does not apply to boyfriends, girlfriends, significant other, or co-heads.

6. Co-Head

A co-head is an individual in the household who is equally responsible for the lease with the Head of Household. A family may have a spouse or co-head, but not both. A co-head never qualifies as a dependent.

7. Live-In Attendants

a. A family may include a live-in aide provided that such live-in aide:

- (i) Is determined by the Department of Public Housing to be essential to the care and well being of an elderly person, a near elderly person, or a person with disabilities,
- (ii) Is not obligated for the support of the person(s), and
- (iii) Would not be living in the unit except to provide care for the person(s).

b. A live-in aide is treated differently than family members:

- (i) Income of the live-in aide is not counted for purposes of determining eligibility of benefits.
- (ii) Live-in aides are not subject to Non-Citizen Rule requirements.
- (iii) Live-in aides may not be considered as a remaining member of the tenant family.
- (iv) A live-in aide may only reside in the unit with the approval of the Department of Public Housing. Written verification will be required from a reliable, knowledgeable professional. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly, near elderly, or disabled.

- c. At any time the Department of Public Housing may refuse to approve a particular person as a live-in aide, or may withdraw such approval if:
 - (i) The person commits fraud, bribery and any other corrupt or criminal act in connection with any federal housing program.
 - (ii) The person commits drug-related criminal activity or violent criminal activity.
 - (iii) The person currently owes rent or other amounts to the Department of Public Housing or to another Department of Public Housing in connection with Section 8 or public housing assistance under the 1937 Act.

8. Noncitizens Rule

Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of HUD from making financial assistance available to persons who are other than United States Citizens, nationals, or certain categories of eligible noncitizens either applying to or residing in specified Section 214 covered programs.

9. Ineligibility Because of Eviction for Drug Crimes

Any tenant evicted from federally assisted housing by reason of drug-related criminal activity (as such term is defined in section 3(b) of the United States Housing Act of 1937 (42 USC 1437a(b))) shall not be eligible for federally assisted housing during the 3-year period beginning on the date of such eviction unless the evicted tenant successfully completes a rehabilitation program approved by the Department of Public Housing. A waiver may be granted if the circumstances leading to eviction no longer exists.

10. Ineligibility for Illegal Drug Users and Alcohol Abusers

Notwithstanding any other provision of the law, the Department of Public Housing shall prohibit admission to the Housing Choice Voucher Program for any household with a member who the Department of Public Housing determines is illegally using a controlled substance; or, the Department of Public Housing determines that it has reasonable cause to believe that such household member's illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

In determining whether to deny admission to the Housing Choice Voucher Program to any household based on a pattern of illegal use of a controlled substance or a pattern of abuse of alcohol by a household member, the Department of Public Housing may consider whether such household member has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable); has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of a controlled substance

or abuse of alcohol (as applicable); or is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable).

11. Authority to Deny Admission to Criminal Offenders

Except as provided above, and in addition to any other authority to determine eligibility, if the Department of Public Housing determines that the applicant or any member of the applicant household is or was, during a reasonable time preceding the date when the applicant would otherwise be selected for admission, engaged in any drug-related or violent criminal activity, convicted as a sex offender or other criminal activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents, the owner, or Department of Public Housing employees, the Department of Public Housing may deny such applicant admission to the program; or, may require proof that the individual who engaged in criminal activity has not engaged in any criminal activity for a reasonable period. A reasonable period will be deemed five (5) years prior to the date of application for Housing Voucher Choice assistance.

12. Income Limitations

In order to be eligible for assistance, an applicant must be either:

- a. A very low-income family, or
- b. A low-income family in any of the following categories:
 - (i) A low-income family that is continuously assisted under the 1937 Housing Act. An applicant is continuously assisted if the family has received assistance under any 1937 Housing Act program within (choices: 30/60/90/120) days of voucher issuance. Programs include public housing, all Section 8 programs, and all Section 23 programs.

Definition of Continuously-Assisted: An applicant is continuously assisted under the 1937 Act if the family is already receiving assistance under any 1937 Act program when the family is admitted to the voucher program.

- (ii) A low-income family physically displaced by rental rehabilitation activity under 24 CFR part 511.
- (iii) A low-income non-purchasing family residing in a HOPE 1 or HOPE 2 project.
- (iv) A low-income non-purchasing family residing in a project subject to a homeownership program under 24 CFR 248.173.

- (v) A low-income family displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165
- (vi) A low-income family residing in a HUD-owned multifamily rental housing project when the project is sold, foreclosed, or demolished by HUD.
- (vii) Must meet HUD's 40% rule on income to rent ratio before assistance can be provided.

13. Special Eligibility: Law Enforcement And Security Personnel In Assisted Housing

For the purpose of increasing security for residents, the owner of a project-based assisted development may admit police officers and other security personnel who are not otherwise income eligible for assistance with approval from HUD.

14. Other Eligibility Criteria

- a. All utility bills must be paid in full prior to being accepted for Section 8 rental assistance. This includes, electric, natural gas, propane, fuel oil or any other type of utility needed to maintain the home in respect to lights, heating and/or cooling. The applicant may be required to provide proof of payment.
- b. Previous landlords must be paid in full for back rent or damages, prior to being accepted for Section 8 rental assistance. This will include any Public Housing in the United States, real estate agents, or individual landlords. The applicant may be required to provide proof of payment.

Admissions

All admissions to the Housing Choice Voucher Program shall be made on the basis of a written application completed by the applicant family at the City of Albemarle Department of Public Housing or designated site. The Department of Public Housing will conduct interviews when the application process is open. The Application for Admission shall constitute the basic legal record of each family applying for admission and shall support the Department of Public Housing's determinations of eligibility status, priority status, and rent for which the applicant is qualified. All supplemental materials pertaining to eligibility shall be considered a part of the application record and carefully recorded. This includes verifications of income and family composition and such other data as may be required. The following conditions shall govern the taking and processing of applications:

- 1. Applications for the Housing Choice Voucher Program will be maintained on the Department of Public Housing's computer system. Applicants shall complete and sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The Department of Public Housing reserves the right to require the signature of any or all adult members of the applicant household. Each complete application shall reflect the date and time of

receipt by the Department of Public Housing, and any other factors upon which priority and preference are assigned.

2. Applicants will be required to submit verification documentation as part of the application process. Applicants will be supplied a list of required verifications for the purpose of determining eligibility.
3. Should applicants fail to provide required verification documentation within time frame established by the PHA, their case will be placed in an inactive status and the applicants will be required to reapply during the next enrollment period.
4. The Department of Public Housing reserves the right to suspend application taking when the current supply of completed full applications exceeds the number of families that could be reasonably expected to be housed within the next twelve months.
5. The Department of Public Housing will normally take applications from a central location which will allow for processing by staff persons knowledgeable of the rules and regulations governing the Housing Choice Voucher Program, but reserves the right to establish satellite locations for application taking, so long as all processing is done in a central location.
6. The Department of Public Housing reserves the right to establish times for taking applications, including by appointment. The Department of Public Housing staff may at its discretion provide for application interviews outside normal hours when necessary for hardship reasons.
7. Insofar as possible, if an interview is required, application interviews shall be conducted in private.
8. Applications shall be updated as applicants report changes in income and family circumstances. All modifications to applications shall be properly documented and the transaction initialed by the staff member making the change.
9. All active applications will be purged no less than once each 12 months. Notification shall be sent to each applicant informing him/her that unless he/she confirms his/her continued interest, his/her application will be retired from the active file. Returned notification will be attached to the respective application as evidence of unsuccessful effort to locate the applicant. All applicants will be instructed to notify the PHA whenever there is a change in family composition, income, address, and any other factors relative to their eligibility status. Applicants should notify the PHA if he/she no longer desires consideration for the Housing Choice Voucher Program.
10. Applicants on waiting lists for any other type of assisted housing will have no special status with respect to the Housing Choice Voucher Program. Applicants must submit separate applications for other programs. Applicants will not lose their place on any other PHA waiting list should they make an application for the public housing program. This right will be explained to each applicant who might have previously filed an application for a dwelling unit through any other PHA program.

11. The Department of Public Housing shall maintain such records as are necessary to document the disposition of all applications and to meet Department of Housing and Urban Development audit requirements.
12. If an applicant is determined to be ineligible on the basis of program guidelines, the applicant shall be notified, in writing of the reasons for the ineligibility determination. The applicant shall be informed of their right for an Informal Review of the determination. If, after the review, the applicant remains ineligible, or if the right to a review is waived, the applicant shall receive a written notice.
13. The Department of Public Housing shall not deny admission to any applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking if the applicant otherwise qualifies for assistance or admission.

Wait List

1. Public Notice to Eligible Families (Opening the Waiting List)

- a. The Department of Public Housing shall make known to the public that pre-applications are being taken.

Publicity will include:

- (i) The dates, times, and location where families may apply;
 - (ii) The programs for which applications will be taken;
 - (iii) A brief description of the program;
 - (iv) A statement that public housing residents must submit a separate application if they want to apply for Section 8; and
 - (v) Limitations, if any, on whom may apply.
- b. Public notice shall be in the form of, but not be limited to, newspaper ads and radio announcements. The Department of Public Housing will give the public notice by publication in a local newspaper of general circulation, and also by minority media and other suitable means. The notice will comply with all HUD fair housing requirements.

2. Closing the Waiting List

The Department of Public Housing shall make known to the public that the waiting list will be closed and pre-applications will no longer be taken until further notice. Public notice shall be in the form of, but not be limited to,

newspaper ads and radio announcements. The Department of Public Housing will give the public notice by publication in a local newspaper of general circulation, and also by minority media and other suitable means. The notice will comply with all HUD fair housing requirements.

3. Establishment of a Waiting List

Each eligible applicant household shall be placed on the waiting list based on the date and time of the application. Files and supporting documentation supplied by the families shall be maintained in a manner that is consistent with regulations governing the programs.

4. Preferences

Residency preference for applicant households living in Stanly County and applicants who are working or have been notified that they are hired to work in Stanly County. Proof of residency and/or work location will be required. Examples of required proof would be driver's license, utility bill, telephone bill or statement from employer and various other forms of documentation.

5. Selecting Applicants from the Waiting List

When funding is available, applicants shall be selected from the waiting list by order of preference, as described in this policy. The Department of Public Housing shall not select families in an order different from the order on the waiting list for the purpose of selecting relatively higher income families for residence. Applicants will be selected by date and time of application first from the In County Waiting List and then from the Out of County Waiting List.

When there is insufficient funding available for the family at the top of the waiting list, the Department of Public Housing will not admit any other applicant until funding is available for the first applicant. Families will only be offered vouchers in the waiting list sequence.

6. Updating the Pre-Application

It is the responsibility of the applicants who are on the waiting list to keep their application current. When an applicant's circumstances change, they shall be reported to the Department of Public Housing in writing or by proper form available from the Section 8 office.

If the applicant reports a change in family size (either increase or decrease) from the size stated on the pre-application form, it will not affect the applicant's placement on the waiting list.

7. Removal from the Waiting List and Purging

Applicants will be mailed an update inquiry to ensure the applicant's continued interest in, and need for, housing. An applicant, who does not return the inquiry by the requested deadline date, will have his/her name removed from the Waiting

List. An extension of thirty (30) days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

Applicants will be mailed an update to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest. If the family fails to respond to this notification, the family will be purged from the waiting list. An extension of thirty (30) days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

Mailings to applicants which require a response will state that failure to respond within ten (10) days will result in the applicant's name being dropped from the waiting list. If the family has refused assistance (Voucher), their name will be removed from the waiting list.

8. Special Circumstances

a. Split Households Prior to Voucher Issuance

When a family on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, the Department of Public Housing will make the decision taking into consideration the following factors:

- Which member applied as head of household;
- Which family unit retains the children or any displaced or elderly members;
- Restrictions that were in place at the time the family applied;
- Role of domestic violence in the split;
- Recommendations of social service agencies or qualified professionals such as children's protective services; and
- Documentation of these factors is the responsibility of the applicant families. If either or both of the families do not provide the documentation, they may be denied placement on the waiting list for failure to supply information requested by the Department of Public Housing.

b. Multiple Families in the Same Household

Families consisting of two families applying as a family unit will be treated as one family unit.

c. Joint Custody of Children

- Children who are subject to a joint custody agreement but live with one parent at least 51% of the time will be considered members of the household. “51% of the time” is defined as 183 days of the year, which do not have to run consecutively.
- When both parents are on the waiting list and both are trying to claim the child, the parent whose address is listed on the school records will be allowed to claim the school-age child as a dependent.

2. Financial Resources

The table below lists the Department of Public Housing’s anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the Department, as well as tenant rents and other income available to support public housing and Section 8 in Fiscal Year 2011. The FY2010 Capital Fund amount is the unobligated amounts as of 12/31/2010.

Funding Source	Amount	Use
FY2011 PH Operating Fund	\$632,587	PH Operations
FY2011 Capital Fund Program	\$352,334	Modernization
FY2010 Capital Fund Program	\$63,573	Modernization
Section 8 Housing Choice Voucher	\$1,339,872	HCV Operations
Public Housing Dwelling Rent	\$418,892	Operations
Excess Utilities	\$10,036	Utilities
Interest	\$10,509	Operations
Other Income	\$12,662	Operations
Total	\$2,842,465	

3. Rent Determination

Public Housing

1. Determining the Total Tenant Payment is a two-step process. Total Tenant Payment for families whose initial lease is effective on or after August 1, 1982, shall be the highest of the following rounded to the nearest dollar:
 - a. 30 percent of monthly Adjusted Income; or
 - b. 10 percent of Monthly Income;
 - c. The welfare rent, if applicable;
 - d. A minimum rent amount of \$50.

After the highest amount has been determined above, that number is compared to the ceiling rent or flat rent of the unit size that is or will be occupied by the family, and the lower of the amount determined above or the ceiling/flat rent is the Total Tenant Payment.

2. Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc.

The Department of Public Housing provides three (3) options for any public housing dwelling unit owned, assisted or operated by the Department of Public Housing:

- a. Minimum Rent: \$50;
- b. Income-Based Rent: Based on a family's income and is determined by the methods described in 1 and 2 above;
- c. Flat Rent: Based on competitive market analysis and market value of the public housing unit.

Section 8

1. Family Share of Rent

Family share of rent shall be calculated based on:

- a. 30% of the monthly adjusted income of the family; or,
- b. 10% of the monthly income of the family; or,
- c. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the actual housing costs of the family, is specifically designated by that agency to meet the housing costs of the family, the portion of those payments that is so designated.

2. Minimum Rental Amount

The Department of Public Housing shall require families to pay a minimum monthly rental amount of \$50. This minimum rent shall include any amount allowed for utilities.

3. Exemption for Hardship Circumstances

The Department of Public Housing shall immediately grant an exemption from application of the minimum monthly rental amount to any family unable to pay such amount because of financial hardship, which shall include situations in which:

- a. The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program, including a family that includes a member who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996;
- b. The family would be evicted as a result of the imposition of the minimum rent requirement;
- c. The income of the family has decreased because of changed circumstances, including loss of employment;
- d. A death in the family has occurred.

If a resident requests a hardship exemption and the Department of Public Housing reasonably determines the hardship to be of a temporary nature, an exemption shall not be granted during the 90-day period beginning upon the making of a request for the exemption. A resident shall not be evicted during the 90-day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long-term basis, the Department

of Public Housing shall retroactively exempt the resident from applicability of the minimum rent requirement for such 90-day period.

4. Payment Standard

The payment standard shall be used to determine the monthly assistance that may be paid for any family. The payment standard for each size dwelling unit in a market area shall not exceed 110% of the fair market rental for the same size of dwelling unit in the same market area and shall not be less than 90% of that fair market rental.

5. Rent not Exceeding Payment Standard

For a family receiving tenant-based assistance, if the rent for the family (including the amount allowed for tenant-paid utilities) does not exceed the applicable payment standard, the monthly assistance payment for the family shall be equal to the amount by which the rent (including the amount allowed for tenant-paid utilities) exceeds the greatest of the following amounts:

- a. 30% of the monthly adjusted income of the family.
- b. 10% of the monthly income of the family.
- c. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the actual housing costs of the family, is specifically designated by that agency to meet the housing costs of the family, the portion of those payments that is so designated.

6. Rent Exceeding the Payment Standard

For a family receiving tenant-based assistance, if the rent for the family (including the amount allowed for tenant-paid utilities) exceeds the applicable payment standard, the monthly assistance payment for the family shall be equal to the amount by which the applicable payment standard exceeds the greatest of the following amounts:

- a. 30% of the monthly adjusted income of the family.
- b. 10% of the monthly income of the family.
- c. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the actual housing costs of the family, is specifically designated by that agency to meet the housing costs of the family, the portion of those of those payments that is so designated.

7. Forty Percent (40%) Limit

At the time a family initially receives tenant-based assistance with respect to any dwelling unit, including transfer requests from existing Housing Choice Voucher tenants, the total amount that a family may be required to pay for rent may not exceed 40% of monthly adjusted income of the family.

8. Rent Reasonableness

The rent for dwelling units for which a housing assistance payment contract is established shall be reasonable in comparison with rents charged for comparable dwelling units in the private, unassisted local market.

The Department of Public Housing, at the request of the family receiving tenant-based assistance, may assist that family in negotiating a reasonable rent with a dwelling unit owner. The Department of Public Housing shall review the rent for a unit under consideration by the family (and all rent increases for units under lease by the family) to determine whether the rent (or rent increase) requested by the owner is reasonable. If the Department of Public Housing determines that the rent (or rent increase) for a dwelling unit is not reasonable, the Department of Public Housing shall not make housing assistance payments to the owner with respect to that unit.

In a rent control community, if a dwelling unit for which a housing assistance payment contract is exempt from local rent control provisions during the term of that contract, the rent for that unit shall be reasonable in comparison with other units in the market area that are exempt from local rent control provisions.

4. Operation and Management

The Department of Public Housing manages 200 units of public housing and approximately 215 tenant-based Housing Choice Vouchers.

The Department of Public Housing employs an in-house maintenance staff which is responsible for completing repairs to public housing apartments. Residents are encouraged to call a work order in on all repair items in their unit.

The Department contracts with an outside company to provide pest control services. Each apartment is treated once a month. This helps maintain a pest-free living environment for residents. If needed, the pest control company retreats specific units if a pest problem persists.

Through the years, the City Council has adopted operating policies and procedures to help the Department of Public Housing's staff manage the programs in an efficient and consistent manner. The following list includes some of the policies:

Public Housing Admissions and Continued Occupancy Policy
Section 8 Administrative Plan
Personnel Policy
Procurement Policy

Pet Policy
One Strike Policy
Community Service Policy
Maintenance Policy
Grievance Procedure

All policies are on file at the Department of Public Housing's main office.

5. Grievance Procedures

Public Housing

Purpose

This Grievance Procedure has been adopted to provide a forum and procedure for residents to seek the just, effective and efficient settlement of grievances against the City of Albemarle Department of Public Housing (DOPH).

Governing Law

The law governing this Grievance Procedure is section 6(k) of the U.S. Housing Act of 1937 (42 U.S.C. sec. 1437d (k) and subpart B of 24 CFR part 966 (24 CFR secs. 966.50 - 966.57).

Applicability

In accordance with applicable federal regulations, this Grievance Procedure shall be applicable to all individual grievances (as defined in Section IV below) between a resident and the DOPH with the following two (2) exceptions:

- A. This Grievance Procedure is not applicable to disputes between residents not involving the DOPH, or to class grievances involving groups of residents. Also, this Grievance Procedure is not intended as a forum for initiating or negotiating policy changes between residents, or groups of residents, and the City Council.
- B. HUD has issued a due process determination that the law of the State of North Carolina requires that residents be given the opportunity for a hearing in court that provides the basic elements of due process (as defined in Section IV below) before eviction from a dwelling unit. Therefore, the DOPH has elected to determine that this Grievance Procedure shall not be applicable to any termination of tenancy or eviction that involves:
 - (1) Any activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of DOPH; or

- (2) Any drug-related criminal activity on or off such premises.

Definitions

The following definitions of terms shall be applicable to this Grievance Procedure:

- A. **Grievance:** Any dispute which a resident may have with respect to an action or a failure to act by DOPH in accordance with the individual resident's lease or DOPH regulations, which adversely affects the individual resident's rights, duties, welfare, or status.
- B. **CFR:** The code of federal regulations that contains the federal regulation governing this Grievance Procedure.
- C. **Complainant:** Any resident (as defined in this section below) whose grievance is presented to the Central Office of the DOPH, P.O. Box 1367, Albemarle, North Carolina 28002, in accordance with the requirements set forth in this procedure.
- D. **Drug-related criminal activity:** The illegal manufacture, sale, distribution, use or possession with intent to manufacture, sale, distribute, or use of a controlled substance as defined in sec. 102 of the Controlled Substances Act (21 U.S.C. sec 802), as from time to time amended.
- E. **DOPH or "Housing Authority":** The Housing Authority, a body corporate organized and existing under the laws of the State of North Carolina.
- F. **Elements of due process:** The following procedural safeguards are required to be followed in an eviction action or a termination of tenancy in a state or local court:
 - (1) Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
 - (2) Right of the resident to be represented by counsel;
 - (3) Opportunity for the resident to refute the evidence presented by the DOPH, including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have;
 - (4) A decision on the merits.
- G. **Hearing Officer:** An impartial person selected in accordance with 24 CFR Sec 966.55 and this Grievance Procedure to hear grievances and render decisions with respect thereto.

- H. **Hearing Panel:** A three-member panel composed of impartial persons, selected in accordance with 24 CFR Sec. 966.55 and this procedure to hear grievances and render decisions with respect thereto.
- I. **HUD:** The United States Department of Housing and Urban Development.
- J. **Notice:** As used herein, the term notice shall, unless otherwise specifically provided, mean written notice.
- K. **The “Regulations”:** The HUD regulations contained in subpart B of 24 CFR part 966.
- L. **Resident Organization:** An organization of residents, which includes any Resident Management Corporation and specifically includes the Resident Organization.
- M. **Resident:** The adult person (or persons) other than a live-in aide:
 - (1) Who resides in the unit and who executed the lease with the DOPH as lessee of the dwelling unit, or, if no such person resides in the unit.
 - (2) The person who resides in the unit and who is the remaining head of the household of the resident family residing in the dwelling unit.
- N. **Business Days:** Monday through Friday of each week, except for legal holidays recognized by the federal government.

Incorporation in Leases

This Grievance Procedure shall be incorporated by reference in all public housing dwelling leases between residents and the DOPH, whether or not so specifically provided in such leases.

Informal Settlement of grievances

- A. **Initial Presentation.** Any grievance must be presented, in writing to the DOPH’s Central Office, P.O. Box 1367, Albemarle, North Carolina 28002, within five (5) business days after the occurrence of the event giving rise to the grievance.
- B. **Informal Settlement Conference.** If the grievance is not determined by the DOPH to fall within one of the two exclusions mentioned in Section III B (1 and 2) above, then the DOPH shall, within five (5) business days after the initial presentation of the grievance to informally discuss the grievance with the complainant or his representative(s) in an attempt to settle the grievance without the necessity of a formal hearing. If the informal settlement conference cannot occur at the time the grievance is initially presented by the complainant, then the complainant shall be

promptly notified in writing of the time and place for the informal settlement conference.

- C. **Written Summary.** Within five (5) business days after the informal settlement conference, a summary of the informal discussion shall be prepared by the DOPH and a copy thereof shall be provided to the complainant. The summary shall be in writing and shall specify the names of the participants in the discussion, the date of the discussion, the nature of the proposed disposition of the grievance, and the specific reasons for such disposition. This written summary shall also specify the procedures by which the complainant may obtain a formal hearing if not satisfied by the proposed disposition of the grievance. A copy of the written summary shall also be placed in complainant's file.

Formal Grievance Hearing

The following procedures apply to the request for a formal grievance hearing under this Grievance Procedure:

- A. **Request for Hearing:** If the complainant is not satisfied with the results of the informal settlement conference, the complainant must submit a written request for a formal hearing to DOPH's Central Office, P.O. Box 1367, Albemarle, North Carolina 28002, no later than five (5) business days after the date complainant receives the summary of discussion delivered as required under Section VI above.

Complainant's written request for a formal hearing must specify:

- (1) The reasons for the grievance;
- (2) The action or relief sought by the complainant; and
- (3) If the complainant so desires, a statement setting forth the times at which the complainant shall be available for a hearing during the next ten (10) business days;
- (4) Complainant's preference, if any, concerning whether the grievance should be heard by a single hearing officer or by a hearing panel;
- (5) If the complainant has failed to attend an informal discussion conference, a request that the hearing officer or panel waive this requirement.

- B. **Failure to Request Hearing:** If the complainant fails to request a hearing within five (5) business days after receiving the written summary of the informal settlement conference, the DOPH's decision rendered at the informal hearing becomes final and the DOPH is not thereafter obligated to offer the complainant a formal hearing.

Selection of Hearing Officer or Panel

All grievance hearings shall be conducted by an impartial person or persons appointed by the DOPH after consultation with resident organizations, in the manner described below:

- A. The permanent appointments of persons who shall serve as hearing officers and hearing panel members shall be governed by the following procedures:
 - (1) The DOPH shall nominate a slate of persons to sit as permanent hearing officers or hearing panel members. These persons may include, but shall not be necessarily limited to, members of the DOPH City Council, DOPH staff members, residents, or other responsible persons in the community. No persons shall be listed on the slate of members unless such person has consented to serve as a hearing officer or on a hearing panel.
 - (2) The slate of potential appointees shall be submitted to the Resident Organization for written comments. Written comments from the resident organization shall be considered by the DOPH before appointments are finally made. Objection to the appointment of a person as a hearing officer or panelist must be considered but is not dispositive as to the proposed appointment with respect to which objection is made.
 - (3) On final appointment, the persons appointed and the Resident Organization shall be informed in writing of the appointments. A list of all qualified hearing officers and panelists shall be kept at the Central Office of the DOPH and be made available for public inspection at any time.

The persons who have agreed to serve as hearing panelists for grievances brought under this procedure are listed on Exhibit I attached hereto and hereby incorporated herein by reference. Additional appointments shall be made in the manner set forth in this section.

- B. The designation of hearing officers or panel members for particular grievance hearing shall be governed by the following provisions:
 - (1) All hearings shall be held before a single hearing officer unless the complainant (at the time of the initial request for the hearing) or the DOPH requests that the grievance should be heard by a hearing panel.
 - (2) Appointments to serve as a hearing officer or panelist with respect to a particular grievance shall be made by the DOPH in random order, subject to availability of the

hearing officer or panelist to serve in each such case. The DOPH may employ any reasonable system for random order choice.

- (3) No member of the City Council or staff may be appointed as hearing officer or panelist in connection with the grievance contesting an action which was either made or approved by proposed appointee, or which was made or approved by a person under whom the proposed appointee works or serves as a subordinate.
- (4) No person shall accept an appointment, or retain an appointment, once selected as a hearing officer or hearing panelist, if it becomes apparent that such person is not fully capable of impartiality. Persons who are designated to serve as hearing officers or panelists must disqualify themselves from hearing grievances that involve personal friends, relatives, persons with whom they have any business relationship, or grievances in which they have some personal interest. Further, such persons are expected to disqualify themselves if the circumstances are such that a significant perception of partiality exists and is reasonable under the circumstances. If a complainant fails to object to the designation of the hearing officer or panelists on the grounds of partiality, at the commencement or before the hearing, such objection is deemed to be waived, and may not thereafter be made.

In the event that a hearing officer or panel member fails to disqualify himself or herself as required in this Grievance Procedure, the DOPH shall remove the panel member or officer from the list of persons appointed for such purposes, invalidate the results of the grievance hearing in which such person should have, but did not, disqualify himself or herself, and schedule a new hearing with a new hearing panel or officer.

Scheduling of Hearings

- A. **Hearing Prerequisites:** A complainant does not have a right to a grievance hearing unless the complainant has satisfied the following prerequisites to such a hearing:
 - (1) The complainant has requested a hearing in writing.
 - (2) The complainant has completed the informal settlement conference procedure or has requested a waiver for good cause.
 - (3) If the matter involves the amount of rent which the DOPH claims is due under the complainant's lease, the

complainant shall have paid to the DOPH an amount equal to the amount due and payable as of the first of the month preceding the month in which the complained of act or failure to act took place. And, in the case of situations in which hearings are, for any reason delayed, the complainant shall thereafter, deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer or hearing panel. Unless waived by the DOPH in writing, no waiver shall be given by the DOPH except in cases of extreme and undue hardship to the complainant, determined in the sole and absolute discretion of the DOPH.

B. Time, Place, Notice

- (1) Upon complainant's compliance with the prerequisites to a hearing set forth above, a hearing shall be scheduled by the hearing officer or hearing panel promptly for a time and place reasonably convenient to both the complainant and the DOPH, no later than the tenth (10th) business day after complainant has completed such compliance. (In the case of a panel, if all three appointed members of the panel are not able to agree upon a date and time convenient to all panelists, on or before the last date before the hearing permitted under this procedure, they shall immediately so inform the DOPH. If two panelists can agree upon a date and time, the DOPH shall reappoint a third panelist who shall be available at the time agreed upon by two who can agree. If none of the panelists can agree upon a time, a new panel shall be appointed).
- (2) A written notification specifying the time, place, and the procedures governing the hearing shall be delivered to the complainant and the appropriate DOPH official, who, unless otherwise designated, shall be the Director.

Procedures Governing Hearings

A. Fair Hearings

The hearings shall be held before a hearing officer or hearing panel as directed above in Section VIII. The complainant shall be afforded a fair hearing, which shall include:

- (1) The opportunity to examine before the hearing any DOPH documents, including records and regulations that are directly relevant to the hearing.

The complainant shall be allowed to copy any such document at the complainant's expense. If the DOPH does not make the document available for examination upon request by the

complainant, the DOPH may not rely on such document at the grievance hearing.

- (2) The right to be represented by counsel or other person chosen as the complainant's representative and to have such person make statements on the complainant's behalf.
- (3) The right to a private hearing unless the complainant requests a public hearing. The right to present evidence and arguments in support of the complainant's complaint, to controvert evidence relied on by the DOPH and to confront and cross-examine all witnesses upon whose testimony or information the DOPH or its management relies.
- (4) A decision solely and exclusively upon the facts presented at the hearing.

B. Prior Decision in Same Matter

The hearing panel or officer may render a decision without proceeding with the hearing if they determine that the issue has been previously decided in another proceeding.

C. Failure to Appear

If the complainant or the DOPH fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination to postpone the hearing for a period not to exceed five (5) business days, or may make a determination that the party failing to attend has waived the right to a hearing. In such event, the hearing officer or hearing panel shall notify the complainant and the DOPH of the determination.

The failure to attend a grievance hearing shall not constitute a waiver of any right for which the complainant may have to contest DOPH's disposition of the grievance in an appropriate judicial proceeding.

D. Required Showing of Entitlement to Relief

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the DOPH must sustain the burden of justifying DOPH's action or failure to act against which the complainant is directed.

E. Informality of Hearing

The hearing shall be conducted informally by the hearing officer or hearing panel, and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceeding.

F. Orderly Conduct Required

The hearing officer or hearing panel shall require the DOPH, the complainant, counsel, and other participants or spectators, to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

G. Transcript of Hearing

The complainant or the DOPH may arrange in advance, and at the expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

H. Accommodation to Handicapped Persons

The DOPH must provide reasonable accommodations for persons with disabilities to participate in grievance hearings. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.

Decision of the Hearing Officer or Hearing Panel

At or subsequent to the completion of the grievance hearing, the hearing officer or panel shall make a determination as to the merits of the grievance and the following provisions shall govern:

A. Written Decision

The hearing panel or officer shall prepare a written decision, together with the reasons for the decision within ten (10) business days after the completion of hearing.

- (1) A copy of the decision shall be sent to the complainant and the DOPH. The DOPH shall retain a copy of the decision in the complainant's file.
- (2) A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the DOPH and made available for inspection by any prospective complainant, his representative, or the hearing panel or hearing officer.

B. Binding Effect

The written decision of the hearing officer or hearing panel shall be binding upon the DOPH, which shall take all actions, or refrain from any actions, necessary to carry out the decision unless City Council

determines, within ten (10) business days, and properly notifies the complainant of its determination, that:

- (1) the grievance does not concern DOPH action or failure to act in accordance or involving the complainant's lease, or DOPH's regulations, which adversely affect the complainant's rights, duties, welfare or status, or
- (2) the decision of the hearing officer or hearing panel is contrary to applicable Federal, State, or local law, HUD regulations or requirements of the Annual Contributions Contact between HUD and the DOPH.

C. Continuing Right of Complainant to Judicial Proceedings

A decision by the hearing panel or officer or City Council in favor of the DOPH or which denies the relief requested by the complainant, in whole or in part, shall not constitute a waiver of, nor affect in any way the rights of the complainant to a trial or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

Notices

All notices under this Grievance Procedure shall be deemed delivered:

- (1) upon personal service thereof upon the complainant or an adult member of the complainant's household;
- (2) upon the date receipted for or refused by the addressee, in the case of certified or registered U.S. Mail; or
- (3) on the second day after the deposit thereof for mailing, postage prepaid, with the U.S. Postal Service, if mailed by first class mail other than certified or registered mail.

If a resident is visually impaired, any notice hereunder delivered to such resident shall be in an accessible format.

Modification

This Grievance Procedure may not be amended or modified except by approval of a majority of the City Council of the DOPH, present at a regular meeting or a special meeting called for such purposes. Further, in addition to the foregoing, any changes proposed to be made to this Grievance Procedure must provide for at least thirty (30) days advance notice to residents and resident organizations, setting forth the proposed changes and providing an opportunity to present written comments. The comments submitted shall be considered by the DOPH, before final adoption of any amendments hereto.

Miscellaneous

- A. **Captions:** Captions or paragraph headings set forth in this Grievance Procedure are for convenience of reference only and shall not be construed or interpreted to affect the substance of the paragraphs or sections so captioned.
- B. **Concurrent Notice:** If a resident has filed a request for a grievance hearing hereunder in a case involving DOPH's notice of termination of tenancy, the complainant should be aware that the state law notice to vacate and the notice of termination of tenancy required under Federal law run concurrently. Therefore, if the hearing officer or hearing panel upholds DOPH's action to terminate the tenancy, the DOPH may commence an eviction action in court upon the sooner of the expiration of the date for termination of tenancy and vacation of premises stated in the notice of termination delivered to complainant, or the delivery of the report of decision of the hearing officer or panel to the complainant.

Section 8

1. Eligibility for an Informal Review

Applicants are entitled to an Informal Review if they have been determined by the Department of Public Housing to be ineligible for participation.

- a. Notice to Applicant. The Department of Public Housing shall give an applicant prompt written notice of a decision denying qualification for a preference or denying assistance to the applicant including a decision denying listing on the Department of Public Housing's waiting list, issuance of a Voucher, or participation in the program. The notice shall state that the applicant may request an Informal Review of the decision.
- b. Request by the Applicant. If the applicant requests an Informal Review, the request must be made in writing and must be made within ten (10) working days from the date of the notice.
- c. INS Related Informal Reviews. After receiving notification of the INS decision on appeal, or in lieu of requesting an appeal to the INS, the applicant family may request that the Department of Public Housing provide an Informal Review. This request must be made either within 14 days of the date the Department of Public Housing mails or delivers the notice of denial of assistance, or within 14 days of the mailing of the INS appeal decision (established by the date of the postmark).

The Department of Public Housing shall extend the period of time for requesting a review (for a specified period) upon good cause shown.

2. Decisions Not Subject to Review Procedures

Applicants cannot request an Informal Review for the following purposes:

- a. To review discretionary administrative determinations by the Department of Public Housing or to consider general policy issues or class grievances;
- b. To review the Department of Public Housing's determination of the number of bedrooms entered on a Voucher;
- c. To review the Department of Public Housing's determination that a unit located by the Voucher holder does not meet Housing Quality Standards;
- d. To review the Department of Public Housing's decision not to approve the lease for a unit; or
- e. To review the Department of Public Housing's decision to disapprove a request by a Voucher holder to extend the term of the Voucher.

3. Informal Review Procedure

- a. The review will be conducted by person(s) other than those who made or approved the decision and their subordinates;
- b. The applicant shall be provided the opportunity to examine and copy, at the applicant's expense and at a reasonable time in advance of the review, any documents in the possession of the Department of Public Housing pertaining to the applicant's eligibility status, or in the possession of the INS (as permitted by INS regulations), including any records and regulations that may be relevant to the review;
- c. The applicant shall be provided the opportunity to present evidence and arguments in support of their eligibility and eligible immigration status. Evidence may be considered without regard to admissibility under rules of evidence applicable to judicial proceedings;
- d. The applicant shall be provided the opportunity to controvert evidence relied upon by the Department of Public Housing and to confront and cross-examine all witnesses on whose testimony or information the Department of Public Housing relies;
- e. The applicant shall be entitled to be represented by an attorney, or other designee, at the applicant's expense, and to have such person make statements on the applicant's behalf;
- f. The applicant shall be entitled to arrange for an interpreter to attend the review, at the expense of the applicant or the Department of Public Housing, as may be agreed upon by both parties;

- g. The applicant shall be entitled to have the review recorded by audiotape (a transcript of the review may, but is not required to, be provided by the Department of Public Housing); and,
- h. The Department of Public Housing shall provide the applicant family with a written final decision, based solely on the facts presented at the review, within fourteen (14) days of the date of the Department of Public Housing Informal Review. The decision shall state the basis for the decision.
- i. Applicants may present oral or written objections to the decision.
- j. After the review is completed, the Department of Public Housing must promptly notify the applicant in writing of the final decision and state the reasons for its determination.
- k. A decision against the family member under the INS appeal process or The Department of Public Housing Informal Review does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

1. Eligibility for an Informal Hearing

Informal Hearings are accorded to participants in the following cases:

- a. A decision to deny or terminate assistance on behalf of the participant;
- b. A determination that a participant family is residing in a unit with a larger number of bedrooms than appropriate under the Department of Public Housing's occupancy standards; or
- c. In the case of an assisted family that wants to move to another dwelling unit with continued participation in the Department of Public Housing's program, a determination of the number of bedrooms entered on the Voucher under the standards established by the Department of Public Housing.
- d. INS Related Informal Hearings. After receiving notification of the INS decision on appeal, or in lieu of requesting an appeal to the INS, the participant family may request that the Department of Public Housing provide an Informal Hearing. This request must be made either within fourteen (14) days of the date the Department of Public Housing mails or delivers the notice of denial of assistance, or within fourteen (14) days of the mailing of the INS appeal decision (established by the date of the postmark).

2. Reasons For Which an Informal Hearing Will Not Be Held

Participants are not entitled to an Informal Hearing to:

- a. Review discretionary administrative determinations by the Department of Public Housing;

- b. Consider general policy issues or class grievances;
- c. Review the Department of Public Housing's determination that a unit does not comply with Housing Quality Standards; that the owner has failed to maintain or operate a contract unit to provide decent, safe and sanitary housing; or that the unit is not decent, safe and sanitary, or because of an increase in family size or change in family composition;
- d. Review a decision by the Department of Public Housing to exercise any remedy against the owner under an outstanding Contract (including termination of Housing Assistance Payment to the owner); or,
- e. Review the Department of Public Housing's decision not to approve a family's request for an extension of the term of the Voucher issued to an assisted family which wants to move to another dwelling unit with continued participation in the Housing Choice Voucher Program.

3. Notice to Participant

The Department of Public Housing shall give the Participant prompt written notice of a decision. The notice shall contain a brief statement of the reasons for the decision. It shall state that, if the Participant does not agree with the decision, he/she may request an Informal Hearing in writing, and shall state the time (within ten working days from the date of the notice) by which the request for the Hearing must be made.

4. Informal Hearing Procedures

- a. The hearing will be conducted by person(s) other than those who made or approved the decision and their subordinates;
- b. The participant shall be provided the opportunity to examine and copy, at the participant's expense and at a reasonable time in advance of the hearing, any documents in the possession of the Department of Public Housing pertaining to the participant's eligibility status, or in the possession of the INS (as permitted by INS requirements), including any records and regulations that may be relevant to the hearing;
- c. The participant shall be provided the opportunity to present evidence and arguments in support of their eligibility and eligible immigration status. Evidence may be considered without regard to admissibility under rules of evidence applicable to judicial proceedings;
- d. The participant shall be provided the opportunity to controvert evidence relied upon by the Department of Public Housing and to confront and cross-examine all witnesses on whose testimony or information the Department of Public Housing relies;

- e. The participant shall be entitled to be represented by an attorney, or other designee, at the participant's expense, and to have such person make statements on the participant's behalf;
- f. The participant shall be entitled to arrange for interpreter to attend the hearing, at the expense of the applicant or the Department of Public Housing, as may be agreed upon by both parties;
- g. The participant shall be entitled to have the hearing recorded by audiotape (a transcript of the hearing may, but is not required to, be provided by the Department of Public Housing); and
- h. The Hearing Officer shall provide the Department of Public Housing with a written final decision, based solely on the facts presented at the hearing, within five (5) business days of the date of the Department of Public Housing Informal Hearing. The decision shall state the basis for the decision;
- i. Participants may present oral or written objections to the decision;
- j. After the hearing is completed, the Department of Public Housing must promptly notify the participant in writing of the final decision, stating the reasons for its determination along with a copy of the issuance of decision as presented by the Hearing Officer, and;
- k. A decision against the family member under the INS appeal process or the Department of Public Housing Informal Hearing does not preclude the family from exercising the right, that may otherwise be available, to seek redress directly through judicial procedures.

6. Designated Housing for Elderly and Disabled Families

The Department of Public Housing has two (2) separate developments, Elizabeth Heights and Amhurst Gardens. When they were originally constructed, the fifty (50) apartments at Elizabeth Heights were classified as occupancy only by elderly and/or disabled residents.

The Department has no plans to designate any additional public housing for the occupancy by elderly and/or disabled families in the upcoming Fiscal Year.

7. Community Service and Self-Sufficiency

The Department of Public Housing is active in providing programs to help residents become self-sufficient. Some of the programs are listed below:

- Twice a week, Stanley Community College offers GED classes to help those without a high school diploma attain one.
- A Girl Scout Troop made up of public housing residents meets on Fridays.
- Basic computer classes are offered to residents to help them improve their computer skills in hopes of increasing their employability.

In addition to the above, the Resident Coordinator is working to get Job Link Partnership through the Employment Security Commission which would provide job training and coaching to residents.

The Department of Public Housing has adopted the Community Service Policy as required by HUD. This policy requires all public housing residents 18 or older who are unemployed to complete eight (8) hours of community service each month. All elderly and disabled residents are exempt. Staff tracks the progress of each non-exempt resident to ensure they are complying with the policy. Non-adherence could lead to eviction.

8. Safety and Crime Prevention

In general, there is not a prevalent safety and crime problem at either of the Department's two public housing developments. Most of the problems occur at Amhurst Gardens, the family site which has 150 units, and are caused by non-residents. The Department maintains a banned list which is working well. Residents are evicted if a person on the banned list is found in their apartment.

Because the Department of Public Housing is a department of the City of Albemarle, the Police Department is very responsive to the staff. The police officers patrol the area on foot and keep a major presence on site.

Public housing residents serve in a community watch program which has monthly meetings. These meetings allow the staff to become aware of the crime and safety issues that may exist after office hours.

9. Pets

1. Purpose

In compliance with Section 227 of Title II of the Housing and Urban-Rural Recovery Act of 1983, and with 24 CFR Parts 5, 243, 842, and 942, Final Rule, the City of Albemarle Department of Public Housing will permit residents of housing projects built for occupancy by the elderly and persons with disabilities as well as

all other residents, to own and keep common household pets in their apartment. This policy sets forth the conditions and guidelines under which pets will be permitted. This policy is to be adhered to at all times.

The purpose of the policy is to ensure that pet ownership will not be injurious to persons or property, or violate the rights of all residents to clean, quiet, and safe surroundings.

Common Household Pets are Defined as Follows:

Birds: Including canary, parakeet, finch and other species that are normally kept caged; birds of prey are not permitted.

Fish: Tanks or aquariums are not to exceed twenty (20) gallons in capacity. Poisonous or dangerous fish are not permitted. Only one (1) tank or aquarium is permitted per apartment.

Dogs: Not to exceed thirty (30) pounds at time of maturity. A note from a veterinarian or animal control officer attesting to the weight at maturity and a signed agreement between the resident and the City of Albemarle Department of Public Housing stating that the resident agrees to certify the weight of the dog annually and if the dog exceeds the thirty (30) pound weight limit during it's tenure in the housing unit, the resident will remove the dog from the unit. Vicious breeds of dogs are prohibited. Any mix of the following breeds of dogs will be prohibited: pit bull, (parson russell) jack russell terrier, chow, doberman pinscher, rottweiler or bulldog. Any animal, regardless of type, whose behavior or past history of injury to a human, domestic animal or damage to personal property, including biting or attacking or attempting to attack a human or another animal will not be allowed or approved to reside in the housing unit. All dogs must be neutered or spayed.

Cats: All cats must be neutered or spayed and declawed.

Exotic pets such as snakes, monkeys, rodents, etc. are not allowed.

2. Registration

Every pet must be registered with the City of Albemarle Department of Public Housing's management prior to moving the pet into the unit and updated annually thereafter. Registration requires the following:

- a. A certificate signed by a licensed veterinarian, or a state or local authority empowered to inoculate animals (or designated agent of such authority), stating that the animal has received all inoculations required by the state and local law, if applicable (dogs, cats).
- b. Proof of current license, if applicable (dogs, cats).
- c. Identification tag bearing the owner's name, address, and phone number (dogs, cats.)

- d. Proof of neutering/spaying, if applicable (dogs, cats).
- e. Photograph (no smaller than 3x5) of pet or aquarium.
- f. The name, address, and phone number of a responsible party that will care for the pet if the owner becomes temporarily incapacitated.
- g. Fish - size of tank or aquarium must be registered.
- h. All cats and dogs will be required to have a veterinarian annual examination and resident must provide this documentation to the City of Albemarle Department of Public Housing.

3. Licenses and Tags

Every dog and cat must wear the appropriate local animal license, a valid rabies tag and a tag bearing the owner's name, address and phone number. All licenses and tags must be current.

4. Density of Pets

Only one (1) dog or cat will be allowed per apartment. Only two (2) birds will be allowed per apartment. The City of Albemarle Department of Public Housing only will give final approval on type and density of pets.

5. Visitors and Guests

No visitor or guest will be allowed to bring pets on the premises at anytime. Residents will not be allowed to Pet Sit or House a Pet without fully complying with this policy.

Feeding or caring for stray animals is prohibited and will be considered keeping a pet without permission.

6. Pet Restraints

- a. All dogs must be on a leash when not in the owner's apartment. The leash must be no longer than three (3) feet.
- b. Cats must be in a caged container or on a leash when taken out of the owner's apartment.
- c. Birds must be in a cage when inside of the resident's apartment or entering or leaving the building.

7. Liability

Residents owning pets shall be liable for the entire amount of all damages to the City of Albemarle Department of Public Housing premises caused by their pet and all cleaning, defleaing and deodorizing required because of such pet. Pet owners shall be strictly liable for the entire amount of any injury to the person or property of other residents, staff or visitors of the Department of Public Housing caused by their pet, and shall indemnify the Department of Public Housing for all costs of litigation and attorney's fees resulting from such damage. Pet liability insurance can be obtained through most insurance agents and companies.

8. Sanitary Standards and Waste Disposal

- a. Litter boxes must be provided for cats with use of odor-reducing chemicals. Residents are required to remove any deposits made on Housing Department property by their pets. The Housing Department will furnish the pooper scooper to residents for a nominal fee.
- b. Fur-bearing pets must wear effective flea collars at all times. Should extermination become necessary, cost of such extermination will be charged to pet owner.
- c. Pet owners are responsible for immediate removal of the feces of their pet and shall be charged in instances where damages occur to Authority property due to pet or removal of pet feces by staff.
 - (i) All pet waste must be placed in a plastic bag and tied securely to reduce odor and placed in designated garbage container and/or trash compactor.
 - (ii) Residents with litter boxes must clean them regularly. Noncompliance may result in removal of the pet. The Department of Public Housing reserves the right to impose a mandatory twice weekly litter box cleaning depending on need. Litter box garbage shall be placed in a plastic bag and deposited outside the building in the garbage container and/or trash compactor.
- d. All apartments with pets must be kept free of pet odors and maintained in a clean and sanitary manner. All pets such as dogs and cats must be treated for fleas and ticks in a method or application recommended by a veterinarian on a monthly basis. Pet owner's apartment may be subject to inspections once a month.

9. General Rules

The resident agrees to comply with the following rules imposed by the City of Albemarle Department of Public Housing:

- a. No pet shall be tied up anywhere on Authority property and left unattended for any amount of time.

- b. Pet owners will be required to make arrangements for their pets in the event of vacation or hospitalization.
- c. Dog houses are not allowed on Authority property.

10. Pet Rule Violation and Pet Removal

- a. If it is determined on the basis of objective facts, supported by written statement, that a pet owner has violated a rule governing the pet policy, the Department of Public Housing shall serve a notice of pet rule violation on the pet owner. Serious or repeated violations may result in pet removal or termination of the pet owner's tenancy, or both.
- b. If a pet poses a nuisance such as excessive noise, barking, or whining which disrupts the peace of other residents, owner will remove the pet from premises upon request of management within 48 hours. Nuisance complaints regarding pets are subject to immediate inspections.
- c. If a pet owner becomes unable either through hospitalization or illness to care for the pet and the person so designated to care for the pet in the pet owner's absence refuses or is unable physically to care for the pet, the Department of Public Housing can officially remove the pet. The Department of Public Housing accepts no responsibility for pets so removed.

11. Rule Enforcement

Violation of these pet rules will prompt a written notice of violation. The pet owner will have seven (7) days to correct the violation or request an informal hearing at which time the Department's Grievance Procedure will be followed.

12. Grievance

Management and resident agree to utilize the Grievance Procedure described in the Lease Agreement to resolve any dispute between resident and management regarding a pet.

13. Damage Deposit

A "Pet Damage Deposit" will be required for dogs and cats only, however, all pet owners must comply with registration rules for all other pets. The "Pet Damage Deposit" must be paid in advance and is to be used to pay reasonable expenses directly attributable to the presence of the pet in the project including (but not limited to) the cost of repairs and replacements to, and fumigation of, the resident's dwelling unit. The amount of the "Pet Damage Deposit" will be \$150.00.

14. Pet Fee

The Department of Public Housing also requires that each resident who owns a dog or cat will be required to pay a \$50.00 non-refundable "Pet Fee". The "Pet

Fee” will cover the reasonable operating costs to the Department of Public Housing relating to the presence of pets.

15. Exceptions

This policy does not apply to animals that are used to assist persons with disabilities. This exclusion applies to animals that reside in the development, as well as animals used to assist persons with disabilities that visit the development. Pets used for the purpose of aiding residents with disabilities must have appropriate certification. The Department of Public Housing shall maintain a list of agencies that provide and/or train animals to give assistance to individuals with disabilities.

10. Civil Rights

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

11. Fiscal Audit

The Fiscal Audit for the Year ended June 30, 2010 is attached to the Agency Plan as attachment nc075f01. As the Department of Public Housing is a department of the City of Albemarle, only the portion of the Financial Statements pertaining to Public Housing is included.

Although there were no findings, the auditors recommended that the Department review the current security deposit balances and compare it to current tenants. Staff has completed this review and an adjustment was made to ensure the security deposit account balance is sufficient.

12. Asset Management

The Department of Public Housing was not required to convert to Asset Management due to the fact that the size of the housing inventory is less than 450 units. Although conversion was not required, management continually assesses each property to determine which capital improvements need to be undertaken to keep the properties as viable housing options for low-income residents of the City of Albemarle.

13. Violence Against Women Act

The City of Albemarle Department of Public Housing is striving to fully comply with all requirements of the Violence Against Women Act (VAWA).

First, the DOPH will not deny admission to an applicant who has been a victim of domestic violence, dating violence, or stalking. The applicant must comply with all other admission requirements.

Next, housing assistance will not be terminated to a victim of domestic violence, dating violence, or stalking based solely on an incident or threat of such activity. The Department still retains the right to terminate assistance for other criminal activity or good cause.

Lastly, all information provided by an applicant or tenant regarding VAWA will be held in strict confidence and will not be shared with any other parties, unless required by law.

At this time, the Department does not intend to put a victim of domestic violence admissions preference in place in either program. The Director will periodically review the need for such preference and may add an admissions preference for victim of domestic violence if a need is determined.

All applicants are notified of their rights under the Violence Against Women Act during the application process.

7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-Based Vouchers

(a) Hope VI or Mixed Finance Modernization or Development

The Department of Public Housing does not plan to apply for a HOPE VI or Mixed Finance Modernization or Development Grant in the upcoming Fiscal Year.

(b) Demolition and/or Disposition

The Department of Public Housing does not plan to demolish any public housing units or dispose of public housing property in the upcoming Fiscal Year.

(c) Conversion of Public Housing

The Department of Public Housing does not plan to convert any public housing into Section 8 Tenant-Based Vouchers in the upcoming Fiscal Year.

(d) Homeownership

Public Housing

The Department of Public Housing does not plan to offer any public housing units to residents for homeownership in the upcoming Fiscal Year.

(e) Project-Based Vouchers

The Department of Public Housing does not plan to use the project-based voucher program in the upcoming Fiscal Year.

8.0 Capital Improvements

8.1 Capital Fund Annual Statement/Performance and Evaluation Report

See attachments:

nc075b01 – FY2011 CFP Annual Statement
nc075d01 – FY2010 CFP Performance and Evaluation Report
nc075e01 – FY2009 CFP Performance and Evaluation Report

8.2 Capital Fund Program Five-Year Plan

See attachment:

nc075c01 – FY2011-2015 CFP Five-Year Plan

8.3 Capital Fund Financing Program (CFFP)

At this time, the Department of Public Housing has no plans to use the Capital Fund Financing Program.

9.0 Housing Needs

Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	423	5	5	5	4	3	3
Income >30% but <=50% of AMI	278	4	4	4	4	3	3
Income >50% but <80% of AMI	106	3	3	3	3	3	3
Elderly	177	4	4	4	4	3	3
Families with Disabilities	259	3	3	3	5	3	3
Black	320	3	3	3	3	3	3
White	460	3	3	3	3	3	3
Hispanic	38	3	3	3	3	3	3

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

9.1 Strategy for Addressing Housing Needs

Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

Strategy 2: Increase the number of affordable housing units by:

- Pursue housing resources other than public housing or Section 8 tenant-based assistance.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

- Employ admission preferences aimed at families who are working

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

- Continue admissions policies which allow elderly families to be housed before other families.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing

Strategy 2: Conduct activities to affirmatively further fair housing

- Market the section 8 program to owners outside of areas of poverty /minority concentrations

Reasons for Selecting Strategies

- Funding constraints
- Staffing constraints

10.0 Additional Information

(a) Progress in Meeting Goals and Objectives

Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score)

Progress: The DOPH received a score of 88 on its most recent Public Housing Assessment Sub-System. A new score has yet to be released by HUD.

Improve voucher management: (SEMAP score)

Progress: Complete. The DOPH received a score of 92 on the most recent Section Eight Management Assessment Program (SEMAP). This makes the Department a High Performer.

Increase customer satisfaction:

Progress: While HUD did not complete a Resident Assessment and Satisfaction Survey in 2009, staff strives to provide excellent customer service on a daily basis.

Renovate or modernize public housing units:

Progress: The DOPH continues to renovate public housing using the Capital Fund Program. The Capital Fund Annual Statement and Five-Year Plan for 2011-2015 along with the performance and evaluation reports for previous grants are included with the Agency Plan.

Goal: Provide an improved living environment

Objective:

Implement public housing security improvements:

Progress: The Director meets with the Police Department on a regular basis to discuss safety and crime issues. The Director is also on the Safety Council which is made up of all City Department Directors.

Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

Increase the number and percentage of employed persons in assisted families:

Provide or attract supportive services to improve assistance recipients' employability:

Progress: The DOPH continues to enforce the Community Service Policy which has helped to increase employment among public housing residents.

The DOPH continues to operate a Computer Lab which is open Monday thru Friday and helps residents to increase their computer skills.

The Resident Services Coordinator continues to coordinate various programs to provide residents with training opportunities.

Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Continue to follow rules and regulations for admissions to and continued occupancy of the Public Housing and Section 8 Programs as issued by the Department of Housing and Urban Development.

Progress: The DOPH continues to follow admissions and continued occupancy guidelines as established by the Department of Housing and Urban Development.

(b) Significant Amendment and Substantial Deviation/Modification

Substantial Deviation from the 5-year Plan:

A “Substantial Deviation” from the 5-Year Plan is an overall change in the direction of the Authority pertaining to the Authority’s Goals and Objectives. This includes changing the Authority’s Goals and Objectives.

Significant Amendment or Modification to the Annual Plan:

A “Significant Amendment or Modification” to the Annual Plan is a change in a policy or policies pertaining to the operation of the Authority. This includes the following:

- Changes to rent or admissions policies or organization of the waiting list.
- Additions of non-emergency work items over \$15,000 (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund.
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

(c) Memorandum of Agreement

The Department of Public Housing does not have a Memorandum of Agreement with the United States Department of Housing and Urban Development at this time.

(d) Resident Advisory Board Comments

Other than general comments supporting the contents of the FY2011 Annual Update, there were no specific comments provided by the Resident Advisory Board.

(e) Challenged Elements

No elements of the FY2011 Annual Update were challenged.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: NC19P07550111 Replacement Housing Factor	FFY of Grant: 2011
PHA Name: City of Albemarle Department of Public Housing		Grant No: Date of CFP:	FFY of Grant Approval: 2011
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost ¹ Revised ² Obligated Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³	\$5,000.00	
3	1408 Management Improvements	\$5,000.00	
4	1410 Administration (may not exceed 10% of line 21)	\$5,000.00	
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs	\$60,000.00	
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures	\$270,334.00	
11	1465.1 Dwelling Equipment - Nonexpendable		
12	1470 Nondwelling Structures		
13	1475 Nondwelling Equipment	\$7,000.00	
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴		
18a	1501 Collateralization or Debt Service paid by the PHA		
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of line 2- 19)	\$352,334.00	
21	Amount of Line 20 Related to LBP Activities		
22	Amount of Line 20 Related to Section 504 Activities		
23	Amount of Line 20 Related to Security - Soft Costs		
24	Amount of Line 20 Related to Security - Hard Costs		
25	Amount of Line 20 Related to Energy Conservation Measures		

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary			
PHA Name: City of Albemarle Department of Public Housing		Grant Type and Number Capital Fund Program Grant No: NC19P07550111 Replacement Housing Factor Grant No: _____ Date of CFFP: _____	
FFY of Grant: 2011 FFY of Grant Approval: 2011			
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost Original	Total Actual Cost Revised ² Obligated Expended
Signature of Executive Director <i>Garry W. Jones</i>		Signature of Public Housing Director <i>Garry W. Jones</i>	Date 4/27/2011

¹ To be completed for the Performance and Evaluation Report

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement

³ PHAs with under 250 units in management may use 100% of CFF Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages			Federal FY of Grant: 2011		
PHA Name: City of Albemarle Department of Public Housing			Grant Type and Number		
			Capital Fund Program Grant No: NC19P07550111 CFFP (Yes/No):		
			Replacement Housing Factor Grant No:		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Status of Work
				Original	Funds Obligated ²
				Revised ¹	Funds Expended ²
	Operations				
PHA-Wide	Operations	1406	LS	\$5,000.00	
	Subtotal 1406			\$5,000.00	
	Management Improvements				
PHA-Wide	Staff training	1408	LS	\$5,000.00	
	Subtotal 1408			\$5,000.00	
	Administration				
PHA-Wide	Portion of staff salary to supervise and administer CFP projects	1410	LS	\$5,000.00	
	Subtotal 1410			\$5,000.00	
	Fees and Costs				
PHA-Wide	A & E Fees	1430	LS	\$28,500.00	
PHA-Wide	Agency Plan	1430	LS	\$3,500.00	
PHA-Wide	Physical Needs Assessment	1430	LS	\$8,000.00	
PHA-Wide	Lead-Based Paint Testing	1430	LS	\$20,000.00	
	Subtotal 1430			\$60,000.00	

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Part II: Supporting Pages									
PHA Name: City of Albemarle Department of Public Housing				Grant Type and Number Capital Fund Program Grant No: NC19P07550111 CFFP (Yes/No):			Federal FY of Grant: 2011		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
	Dwelling Structures								
NC075-001 Elizabeth Heights	Replace HVAC systems with including air handler and condensing unit (Phase 2)	1460	34 units	\$85,000.00					
NC075-001 Amhurst Gardens	Replace HVAC systems with including air handler and condensing unit (Phase 1) with cages at TH apts.	1460	7 units	\$47,334.00					
	Install drop-in ceilings below 2 nd story bathroom in townhouse units	1460	92 units	\$138,000.00					
	Subtotal 1460			\$270,334.00					
	Non-Dwelling Equipment								
	Lease/Purchase server for computer system	1475	1	\$7,000.00					
	Subtotal 1475			\$7,000.00					
	CFP Total			\$352,334.00					

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

[illegible]

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary						
PHA Name/Number: City of Albemarle/NC075			Locality (Albemarle/Stanly Co., North Carolina)		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
B.	Physical Improvements Subtotal	Annual Statement	\$305,334.00	\$305,334.00	\$305,334.00	\$96,500.00
C.	Management Improvements		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment		\$0.00	\$0.00	\$0.00	\$208,834.00
E.	Administration		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
F.	Other		\$32,000.00	\$32,000.00	\$32,000.00	\$32,000.00
G.	Operations		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
H.	Demolition		\$0.00	\$0.00	\$0.00	\$0.00
I.	Development		\$0.00	\$0.00	\$0.00	\$0.00
J.	Capital Fund Financing – Debt Service		\$0.00	\$0.00	\$0.00	\$0.00
K.	Total CFP Funds		\$352,334.00	\$352,334.00	\$352,334.00	\$352,334.00
L.	Total Non-CFP Funds		\$0.00	\$0.00	\$0.00	\$0.00
M.	Grand Total		\$352,334.00	\$352,334.00	\$352,334.00	\$352,334.00

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011

Part I: Summary (Continuation)						
PHA Name/Number: City of Albemarle/NC075			Locality (Albemarle/Stanly Co., North Carolina)		<input checked="" type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
	PHA-Wide	Annual Statement	\$47,000.00	\$47,000.00	\$53,500.00	\$133,000.00
	NC075001 Amhurst Gardens		\$305,334.00	\$305,334.00	\$305,334.00	\$162,834.00
	NC075001 Elizabeth Heights		\$0.00	\$0.00	\$0.00	\$56,500.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012			Work Statement for Year 3 FFY 2013		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<u>Operations/PHA-Wide</u>			<u>Operations/PHA-Wide</u>		
	Operations	LS	\$5,000.00	Operations	LS	\$5,000.00
	Subtotal 1406		\$5,000.00	Subtotal 1406		\$5,000.00
See						
Annual	<u>Management Improvements/PHA-Wide</u>			<u>Management Improvements/PHA-Wide</u>		
Statement	Staff training	LS	\$5,000.00	Staff training	LS	\$5,000.00
	Subtotal 1408		\$5,000.00	Subtotal 1408		\$5,000.00
	<u>Administration/PHA-Wide</u>			<u>Administration/PHA-Wide</u>		
	Portion of staff salary to supervise and administer CFP projects	LS	\$5,000.00	Portion of staff salary to supervise and administer CFP projects	LS	\$5,000.00
	Subtotal 1410		\$5,000.00	Subtotal 1410		\$5,000.00
	<u>Fees and Costs/PHA-Wide</u>			<u>Fees and Costs/PHA-Wide</u>		
	A and E Fees	LS	\$28,500.00	A and E Fees	LS	\$28,500.00
	Agency Plan	LS	\$3,500.00	Agency Plan	LS	\$3,500.00
	Subtotal 1430		\$32,000.00	Subtotal 1430		\$32,000.00
	<u>Dwelling Structures</u>			<u>Dwelling Structures</u>		
	Replace HVAC systems with including air handler and condensing unit (Phase 2) with protective cages at TH apts. in Amhurst Gardens (Two systems for each TH apt.)	42 units	\$305,334.00	Replace HVAC systems with including air handler and condensing unit (Phase 3) with protective cages at TH apts. in Amhurst Gardens (Two systems for each TH apt.)	42 units	\$305,334.00
	Subtotal 1460		\$305,334.00	Subtotal 1460		\$305,334.00
	Subtotal of Estimated Cost		\$352,334.00	Subtotal of Estimated Cost		\$352,334.00

Part II: Supporting Pages – Physical Needs Work Statement(s)						
Work Statement for Year 1 FFY 2011	Work Statement for Year 4 FFY 2014			Work Statement for Year 5 FFY 2015		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	<u>Operations/PHA-Wide</u>			<u>Operations/PHA-Wide</u>		
	Operations	LS	\$5,000.00	Operations	LS	\$5,000.00
	Subtotal 1406		\$5,000.00	Subtotal 1406		\$5,000.00
See						
Annual	<u>Management Improvements/PHA-Wide</u>			<u>Management Improvements/PHA-Wide</u>		
Statement	Staff training	LS	\$5,000.00	Staff training	LS	\$5,000.00
	Subtotal 1408		\$5,000.00	Subtotal 1408		\$5,000.00
	<u>Administration/PHA-Wide</u>			<u>Administration/PHA-Wide</u>		
	Portion of staff salary to supervise and administer CFP projects	LS	\$5,000.00	Portion of staff salary to supervise and administer CFP projects	LS	\$5,000.00
	Subtotal 1410		\$5,000.00	Subtotal 1410		\$5,000.00
	<u>Fees and Costs/PHA-Wide</u>			<u>Fees and Costs/PHA-Wide</u>		
	A and E Fees		\$28,500.00	A and E Fees		\$28,500.00
	Agency Plan		\$3,500.00	Agency Plan		\$3,500.00
	Subtotal 1430		\$32,000.00	Subtotal 1430		\$32,000.00
	<u>Dwelling Structures</u>			<u>Site Improvements</u>		
	Replace HVAC systems with including air handler and condensing unit (Phase 4) with protective cages at TH and one story apts. in Amhurst Gardens (Two systems at TH apts.)	59 units	\$240,000.00	General landscaping – PHA-Wide	LS	\$10,000.00
	Replace interior doors at Amhurst Gardens	150 units	\$65,334.00	Enlarge parking lot at community building – Amhurst Gardens	LS	\$40,000.00
	Subtotal 1460		\$305,334.00	Subtotal 1450		\$50,000.00
	Subtotal of Estimated Cost		\$352,334.00	Subtotal of Estimated Cost		See Next Page

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011**

form **HUD-50075.2** (4/2008)

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary									
PHA Name: City of Albemarle Department of Public Housing			Grant Type and Number Capital Fund Program Grant No: NC19P07550110 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2010 FFY of Grant Approval: 2010			
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2010									
<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Final Performance and Evaluation Report									
Line	Summary by Development Account	Total Estimated Cost	Original	Revised ²	Obligated	Total Actual Cost ¹	Expend		
1	Total non-CFP Funds								
2	1406 Operations (may not exceed 20% of line 21) ³		\$5,000.00	\$5,000.00	\$0.00		\$0.00		
3	1408 Management Improvements		\$5,000.00	\$5,000.00	\$0.00		\$0.00		
4	1410 Administration (may not exceed 10% of line 21)		\$5,000.00	\$5,000.00	\$0.00		\$0.00		
5	1411 Audit								
6	1415 Liquidated Damages								
7	1430 Fees and Costs		\$32,000.00	\$8,300.00	\$0.00		\$0.00		
8	1440 Site Acquisition								
9	1450 Site Improvement		\$65,000.00	\$288,782.15	\$288,761.35		\$0.00		
10	1460 Dwelling Structures		\$240,334.00	\$40,252.25	\$0.00		\$0.00		
11	1465.1 Dwelling Equipment - Nonexpendable								
12	1470 Nondwelling Structures								
13	1475 Nondwelling Equipment								
14	1485 Demolition								
15	1492 Moving to Work Demonstration								
16	1495.1 Relocation Costs								
17	1499 Development Activities ⁴								
18a	1501 Collateralization or Debt Service paid by the PHA								
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment								
19	1502 Contingency (may not exceed 8% of line 20)								
20	Amount of Annual Grant: (sum of line 2- 19)		\$352,334.00	\$352,334.00	\$288,761.35		\$0.00		
21	Amount of Line 20 Related to LBP Activities								
22	Amount of Line 20 Related to Section 504 Activities								
23	Amount of Line 20 Related to Security - Soft Costs								
24	Amount of Line 20 Related to Security - Hard Costs								
25	Amount of Line 20 Related to Energy Conservation Measures								

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary			
PHA Name: City of Albemarle Department of Public Housing		Grant Type and Number Capital Fund Program Grant No: NC19P07550110 Replacement Housing Factor	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2010		FFY of Grant: 2010 FFY of Grant Approval: 2010	
<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
	Original	Revised ²	Obligated
			Expended
Signature of Executive Director <i>Gary McJannet</i>		Signature of Public Housing Director <i>Gary McJannet</i>	Date 4/27/2011

¹ To be completed for the Performance and Evaluation Report

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages			Grant Type and Number Capital Fund Program Grant No: NC19P07550110 CFPP (Yes/No):		Federal FY of Grant: 2010	
PHA Name: City of Albemarle Department of Public Housing			Replacement Housing Factor Grant No:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
				Original	Funds Obligated ²	Funds Expended ²
	Operations					
PHA-Wide	Operations	1406	LS	\$5,000.00	\$0.00	\$0.00
	Subtotal 1406			\$5,000.00	\$0.00	\$0.00
	Management Improvements					
PHA-Wide	Staff training	1408	LS	\$5,000.00	\$0.00	\$0.00
	Subtotal 1408			\$5,000.00	\$0.00	\$0.00
	Administration					
PHA-Wide	Portion of staff salary to supervise and administer CFP projects	1410	LS	\$5,000.00	\$0.00	\$0.00
	Subtotal 1410			\$5,000.00	\$0.00	\$0.00
	Fees and Costs					
PHA-Wide	A & E Fees	1430	LS	\$28,500.00	\$0.00	\$0.00
PHA-Wide	Agency Plan	1430	LS	\$3,500.00	\$0.00	\$0.00
PHA-Wide	Utility Allowance Updates	1430	LS	\$0.00	\$0.00	\$0.00
	Subtotal 1430			\$32,000.00	\$0.00	\$0.00

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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
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Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary			
PHA Name: City of Albemarle Department of Public Housing		Grant Type and Number Capital Fund Program Grant No: NC19P07550109 Replacement Housing Factor	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10		FFY of Grant: 2009 FFY of Grant Approval: 2009	
Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3)		FFY of Grant Approval: 2009	
Summary by Development Account		Total Actual Cost ¹	
Line	Summary by Development Account	Total Estimated Cost Original	Revised ²
		Obligated	Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³	\$5,000.00	\$0.00
3	1408 Management Improvements	\$5,000.00	\$1,481.81
4	1410 Administration (may not exceed 10% of line 21)	\$5,000.00	\$624.92
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs	\$31,000.00	\$15,782.13
8	1440 Site Acquisition		
9	1450 Site Improvement	\$100,000.00	\$117,948.86
10	1460 Dwelling Structures	\$0.00	\$0.00
11	1465.1 Dwelling Equipment - Nonexpendable	\$179,607.00	\$190,879.92
12	1470 Nondwelling Structures	\$0.00	\$0.00
13	1475 Nondwelling Equipment	\$31,000.00	\$29,889.36
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴		
18a	1501 Collateralization or Debt Service paid by the PHA		
18b	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of line 2- 19)	\$356,607.00	\$356,607.00
21	Amount of Line 20 Related to LBP Activities		\$35,749.83
22	Amount of Line 20 Related to Section 504 Activities		
23	Amount of Line 20 Related to Security - Soft Costs		
24	Amount of Line 20 Related to Security - Hard Costs		
25	Amount of Line 20 Related to Energy Conservation Measures		

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part I: Summary			
PHA Name: City of Albemarle Department of Public Housing		Grant Type and Number Capital Fund Program Grant No: NC19P07550109 Replacement Housing Factor	
Grant No:		FFY of Grant: 2009	
Date of CFFP:		FFY of Grant Approval: 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/10			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 3) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
	Original	Revised²	Obligated
			Expended
Signature of Executive Director <i>Garay W. Jones</i>		Signature of Public Housing Director <i>Garay W. Jones</i>	Date 4/27/2011

¹ To be completed for the Performance and Evaluation Report

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement

³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.

⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages				Federal FY of Grant: 2009				
PHA Name: City of Albemarle Department of Public Housing		Grant Type and Number Capital Fund Program Grant No: NC19P07550109 CFFP (Yes/No): Replacement Housing Factor Grant No:						
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
	<u>Operations</u>							
PHA-Wide	Operations	1406	LS	\$5,000.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1406			\$5,000.00	\$0.00	\$0.00	\$0.00	
	<u>Management Improvements</u>							
PHA-Wide	Staff training	1408	LS	\$5,000.00	\$1,481.81	\$1,481.81	\$1,481.81	
	Subtotal 1408			\$5,000.00	\$1,481.81	\$1,481.81	\$1,481.81	
	<u>Administration</u>							
PHA-Wide	Portion of staff salary to supervise and administer CFP projects	1410	LS	\$5,000.00	\$624.92	\$624.92	\$624.92	
	Subtotal 1410			\$5,000.00	\$624.92	\$624.92	\$624.92	
	<u>Fees and Costs</u>							
PHA-Wide	A & E Fees	1430	LS	\$28,000.00	\$15,782.13	\$15,782.13	\$1,988.73	
PHA-Wide	Agency Plan	1430	LS	\$3,000.00	\$0.00	\$0.00	\$0.00	
	Subtotal 1430			\$31,000.00	\$15,782.13	\$15,782.13	\$1,988.73	

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Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages									
PHA Name: City of Albemarle Department of Public Housing		Grant Type and Number Capital Fund Program Grant No: NC19P07550109 CFFP (Yes/No):			Federal FY of Grant: 2009				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²		
	Site Improvements								
PHA-Wide	General site improvements including tree trimming, sidewalk replacement, landscaping, and lawn replacement	1450	LS	\$100,000.00	\$117,948.86	\$117,948.86	\$1,765.01		
	Subtotal 1450			\$100,000.00	\$117,948.86	\$117,948.86	\$1,765.01		
	Dwelling Structures								
	Replace electric meter mounts	1460	150 units	\$0.00	\$0.00	\$0.00	\$0.00	ARRA	
NC075-001 Amhurst Gardens	Remove existing gutters and replace/downspouts remain/replace missing brackets and splash blocks	1460	51 bldgs.	\$0.00	\$0.00	\$0.00	\$0.00	ARRA	
	Scrape, prime, and paint existing handrails and porch columns	1460	51 bldgs.	\$0.00	\$0.00	\$0.00	\$0.00	ARRA	
	Pressure wash brick	1460	51 bldgs.	\$0.00	\$0.00	\$0.00	\$0.00	ARRA	
PHA-Wide	Remove existing porch lights and provide new address-o-lights with numbers in front and back	1460	200 units	\$0.00	\$0.00	\$0.00	\$0.00	ARRA	
	Remove existing mailboxes and replace with new	1460	200 units	\$0.00	\$0.00	\$0.00	\$0.00	ARRA	
	Subtotal 1460			\$0.00	\$0.00	\$0.00	\$0.00		

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 4/30/2011

Part II: Supporting Pages						
PHA Name: City of Albemarle Department of Public Housing		Grant Type and Number Capital Fund Program Grant No: NC19P07550109 CFFP (Yes/No):			Federal FY of Grant: 2009	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Status of Work
				Original	Revised ¹	
	Dwelling Equipment					
PHA-Wide	Replace ranges and refrigerators	1465.1	200 units	\$179,607.00	\$190,879.92	
	Subtotal 1465.1			\$179,607.00	\$190,879.92	\$0.00
	Non-Dwelling Structures					
PHA-Wide	Maintenance shed for storage	1470	LS	\$0.00	\$0.00	\$0.00
	Subtotal 1470			\$0.00	\$0.00	\$0.00
	Non-Dwelling Equipment					
PHA-Wide	Purchase copier/scanner for office	1475	1	\$6,000.00	\$5,154.00	\$5,154.00
PHA-Wide	Purchase replacement van for Resident Services	1475	1	\$25,000.00	\$23,695.36	\$23,695.36
PHA-Wide	Purchase pipe and cable locator	1475	1	\$0.00	\$1,040.00	\$1,040.00
	Subtotal 1475			\$31,000.00	\$29,889.36	\$29,889.36
	CFP Total			\$356,607.00	\$356,607.00	\$35,749.83

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement

² To be completed for the Performance and Evaluation Report

Reasons for Revised Target Dates

CITY OF ALBEMARLE, NORTH CAROLINA
COMBINING BALANCE SHEET
DEPARTMENT OF PUBLIC HOUSING
June 30, 2010

Exhibit C-6

June 30, 2010

	Department of Public Housing			
	Conventional	Section 8	Capital Fund	Totals
ASSETS				
Current Assets				
Cash and investments	\$ 1,046,062	\$ 398,755	\$ -	\$ 1,444,817
Accounts receivable - net	35,718	77	-	35,795
Prepaid expenses	4,136	-	3,589	7,725
Internal balances	1,555	43	-	1,598
Due to (from) other funds	12,616	(2,273)	(10,343)	-
Due from other governments	-	-	8,335	8,335
Total current assets	1,100,087	396,602	1,581	1,498,270
Noncurrent Assets				
Capital Assets				
Land	163,505	-	-	163,505
Construction in progress	-	-	273,446	273,446
Other capital assets, net of accumulated depreciation	5,708,180	69,971	-	5,778,151
Total noncurrent assets	5,871,685	69,971	273,446	6,215,102
Total Assets	\$ 6,971,772	\$ 466,573	\$ 275,027	\$ 7,713,372
LIABILITIES AND NET ASSETS				
Current Liabilities				
Accounts payable and accrued liabilities	\$ 37,537	\$ 11,329	\$ 1,581	\$ 50,447
Customer deposits	42,915	-	-	42,915
Deferred revenues	1,628	-	-	1,628
Current portion of compensated absences	4,984	100	-	5,084
Total current liabilities	87,064	11,429	1,581	100,074
Noncurrent liabilities				
Accrued compensated absences	22,205	3,258	-	25,463
Other postemployment benefits	37,821	-	-	37,821
Installment debt	17,562	-	-	17,562
Total noncurrent liabilities	77,588	3,258	-	80,846
Total liabilities	164,652	14,687	1,581	180,920
Net Assets				
Invested in capital assets, net of debt	5,849,639	69,971	273,446	6,193,056
Unrestricted	957,481	381,915	-	1,339,396
Total net assets	6,807,120	451,886	273,446	7,532,452
Total Liabilities and Net Assets	\$ 6,971,772	\$ 466,573	\$ 275,027	\$ 7,713,372

CITY OF ALBEMARLE, NORTH CAROLINA
COMBINING SCHEDULE OF REVENUES AND EXPENSES
DEPARTMENT OF PUBLIC HOUSING
For the Fiscal Year Ended June 30, 2010

Exhibit C-7

	Department of Public Housing			Totals
	Conventional	Section 8	Capital Fund	
Operating Revenues				
Rental income	\$ 428,928	\$ -	\$ -	\$ 428,928
Other	12,662	-	-	12,662
Total operating revenues	441,590	-	-	441,590
Operating expenses				
Administrative	342,045	161,356	7,742	511,143
Tenant services	13,789	-	-	13,789
Utilities	390,598	-	-	390,598
Ordinary maintenance and operation	251,049	-	-	251,049
General expenses	57,657	1,622	-	59,279
Housing assistance payments	-	1,378,590	-	1,378,590
Nonroutine maintenance	25,400	-	-	25,400
Depreciation	240,352	3,015	-	243,367
Total operating expenses	1,320,890	1,544,583	7,742	2,873,215
Operating (loss)	(879,300)	(1,544,583)	(7,742)	(2,431,625)
Nonoperating revenues (expenses)				
Operating subsidies	632,587	1,339,872	7,742	1,980,201
Interest earned on investments	10,509	637	-	11,146
Interest and other charges	(160)	-	-	(160)
Nonoperating revenue	-	-	-	-
Nonoperating expenses	(822)	-	-	(822)
Total nonoperating revenues	642,114	1,340,509	7,742	1,990,365
Net income (loss) before contributions and transfers	(237,186)	(204,074)	-	(441,260)
Capital grants	-	-	1,117,235	1,117,235
Transfers	848,864	-	(848,864)	-
	848,864	-	268,371	1,117,235
Change in net assets	611,678	(204,074)	268,371	675,975
Net assets, July 1	6,195,442	655,960	5,075	6,856,477
Net assets, June 30	\$ 6,807,120	\$ 451,886	\$ 273,446	\$ 7,532,452

CITY OF ALBEMARLE, NORTH CAROLINA
SCHEDULE OF REVENUES AND EXPENDITURES BUDGET AND ACTUAL (NON-GAAP)
DEPARTMENT OF PUBLIC HOUSING - CONVENTIONAL
For the Fiscal Year Ended June 30, 2010

Exhibit C-8

	Conventional		
	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
Operating Revenues			
Rental income	\$ 423,000	\$ 418,892	\$ (4,108)
Other	19,380	10,036	(9,344)
Total operating revenues	442,380	428,928	(13,452)
Operating expenditures			
Administrative	317,610	253,971	63,639
Tenant services	16,000	13,789	2,211
Utilities	398,400	390,598	7,802
Ordinary maintenance and operation	256,950	219,235	37,715
General expenses	161,600	154,932	6,668
Nonroutine maintenance	33,000	25,400	7,600
Total operating expenditures	1,183,560	1,057,925	125,635
Operating revenues (under) operating expenditures	(741,180)	(628,997)	112,183
Nonoperating revenues			
Operating subsidies	579,820	632,587	52,767
Capital lease proceeds	23,380	23,148	(232)
Other income	23,880	12,662	(11,218)
Interest income	13,320	10,509	(2,811)
Total nonoperating revenues	640,400	678,906	38,506
Nonoperating expenditures			
Debt principal payments	1,500	1,102	398
Debt interest expense	500	160	340
Capital outlay	35,930	32,487	3,443
Nonoperating revenues over nonoperating expenditures	602,470	645,157	42,687
Deficiency of revenues (under) expenditures	(138,710)	16,160	154,870
Appropriated fund balance	138,710	-	(138,710)
Excess of revenues and appropriated fund balance (under) expenditures - modified accrual	\$ -	16,160	\$ 16,160
Reconciliation to the accrual basis:			
Depreciation		(240,352)	
Capital outlay		32,487	
Debt principal payments		1,102	
Capital lease proceeds		(23,148)	
Accrual of compensated balances		(4,510)	
Other postemployment benefits		(18,925)	
Capital fund transfer to Conventional		848,864	
Change in net income before capital contributions and transfers - Exhibit C-9		\$ 611,678	

CITY OF ALBEMARLE, NORTH CAROLINA
SCHEDULE OF REVENUES AND EXPENDITURES BUDGET AND ACTUAL (NON-GAAP)
DEPARTMENT OF PUBLIC HOUSING - SECTION 8
For the Fiscal Year Ended June 30, 2010

Exhibit C-9

	Section 8		
	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
Operating Revenues			
Operating subsidiaries	\$ 1,321,464	\$ 1,339,872	\$ 18,408
Total operating revenues	<u>1,321,464</u>	<u>1,339,872</u>	<u>18,408</u>
Operating expenditures			
Administrative	173,650	162,978	10,672
Housing assistance payments	<u>1,406,864</u>	<u>1,378,590</u>	<u>28,274</u>
Total operating expenditures	<u>1,580,514</u>	<u>1,541,568</u>	<u>38,946</u>
Operating revenues (under) operating expenditures	(259,050)	(201,696)	57,354
Nonoperating revenues			
Interest income	<u>1,700</u>	<u>637</u>	<u>(1,063)</u>
Excess (deficiency) of revenues under expenditures modified accrual	<u>\$ (257,350)</u>	<u>(201,059)</u>	<u>\$ 56,291</u>
Reconciliation to the accrual basis:			
Depreciation		<u>(3,015)</u>	
Change in net assets Schedule 24		<u>\$ (204,074)</u>	

CITY OF ALBEMARLE, NORTH CAROLINA
STATEMENT AND CERTIFICATION OF ACTUAL CAPITAL FUND COSTS
DEPARTMENT OF PUBLIC HOUSING - CONVENTIONAL
ANNUAL CONTRIBUTIONS CONTRACT A-1974
For the Fiscal Year Ended June 30, 2010

Exhibit C-10

1. The actual modernization costs of NC 19P07550106 are as follows:

	<u>Total</u>
Funds approved	\$ 316,690
Funds expended	<u>316,690</u>
Excess of funds approved	<u>\$ -</u>
Funds advanced - HUD Grants	\$ 316,690
Funds expended	<u>316,690</u>
Excess of funds advanced	<u>\$ -</u>

CITY OF ALBEMARLE, NORTH CAROLINA
STATEMENT AND CERTIFICATION OF ACTUAL CAPITAL FUND COSTS - UNCOMPLETED
DEPARTMENT OF PUBLIC HOUSING - CONVENTIONAL
ANNUAL CONTRIBUTIONS CONTRACT A-1974
For the Fiscal Year Ended June 30, 2010

Exhibit C-11

1. The actual modernization costs of NC 19P07550108 are as follows:

	Total
Funds approved	\$ 362,203
Funds expended	<u>-</u>
Excess of funds approved	<u>\$ 362,203</u>
 Funds advanced - HUD Grants	 \$ -
Funds expended	<u>-</u>
Excess of funds advanced	<u>\$ -</u>

2. Costs audited during the current audit period totaled \$-0-

CITY OF ALBEMARLE, NORTH CAROLINA
STATEMENT AND CERTIFICATION OF ACTUAL CAPITAL FUND COSTS - UNCOMPLETED
DEPARTMENT OF PUBLIC HOUSING - CONVENTIONAL
ANNUAL CONTRIBUTIONS CONTRACT A-1974
For the Fiscal Year Ended June 30, 2010

Exhibit C-12

1. The actual modernization costs of NC 19P07550109 are as follows:

	<u>Total</u>
Funds approved	\$ 458,477
Funds expended	<u>458,477</u>
Excess of funds approved	<u>\$ -</u>
Funds advanced - HUD Grants	\$ 458,477
Funds expended	<u>458,477</u>
Excess of funds advanced	<u>\$ -</u>

2. Costs audited during the current audit period totaled \$ 458,477.

CITY OF ALBEMARLE, NORTH CAROLINA
STATEMENT AND CERTIFICATION OF ACTUAL CAPITAL FUND COSTS - UNCOMPLETED
DEPARTMENT OF PUBLIC HOUSING - CONVENTIONAL
ANNUAL CONTRIBUTIONS CONTRACT A-1974
For the Fiscal Year Ended June 30, 2010

Exhibit C-13

1. The actual modernization costs of NC 19P075501-09 are as follows:

	<u>Total</u>
Funds approved	\$ 356,607
Funds expended	<u>-</u>
Excess of funds approved	<u>\$ 356,607</u>
Funds advanced - HUD Grants	\$ -
Funds expended	<u>-</u>
Excess of funds advanced	<u>\$ -</u>

2. Costs audited during the current audit period totaled \$-0-.

CITY OF ALBEMARLE, NORTH CAROLINA
STATEMENT AND CERTIFICATION OF ACTUAL CAPITAL FUND COSTS - UNCOMPLETED
DEPARTMENT OF PUBLIC HOUSING - CONVENTIONAL
ANNUAL CONTRIBUTIONS CONTRACT A-1974
For the Fiscal Year Ended June 30, 2010

Exhibit C-14

1. The actual modernization costs of NC 19P07550107 are as follows:

	<u>Total</u>
Funds approved	\$ 363,045
Funds expended	<u>363,045</u>
Excess of funds approved	<u>\$ -</u>
 Funds advanced - HUD Grants	 \$ 363,045
Funds expended	<u>363,045</u>
Excess of funds advanced	<u>\$ -</u>

2. Costs audited during the current audit period totaled \$349,858

CITY OF ALBEMARLE, NORTH CAROLINA
STATEMENT AND CERTIFICATION OF ACTUAL CAPITAL FUND COSTS
DEPARTMENT OF PUBLIC HOUSING - CONVENTIONAL
ANNUAL CONTRIBUTIONS CONTRACT A-1974 **UNCOMPLETED**
For the Fiscal Year Ended June 30, 2010

Exhibit C-15

1. The actual modernization costs of NC 19P075501-10 are as follows:

	Total
	<hr/>
Funds approved	\$ 352,334
Funds expended	<hr/> -
Excess of funds approved	<hr/> \$ 352,334
	<hr/>
Funds advanced - HUD Grants	\$ -
Funds expended	<hr/> -
Excess of funds advanced	<hr/> \$ -

2. Cost audited during the current audit period totaled \$0.